Shop Keeping Management Software

August 25

2014

Shop keeping Management software is a system that provides us to reserving rooms, checking whether the rooms are vacant are or not etc by using online browsing. This system is very useful to all especially for business people. For Business people they don't have sufficient time for these then they can use these type of online Hotel Management Systems. By this project we will reduce the faults in bills of their expenditure and decrease time of delay to give the bills to the customers. We can also save the bills of the customer. By this project we can also include all the taxes on the bills according to their expenditures. It has a scope to reduce the errors in making the bills. Computerized bill can be printed within fraction of seconds. Online ordering of Booking is possible by using this software. This Project is based on .Net . In the source code we can use go to statements, switch cases and if statements also we used in this project. If anyone wants to book the room for few days then they can specify the specific number by seeing the types of rooms we have. The bill of this online booking is based on the type of room they can select is displayed. Then at last the bill amount is displayed by the customer's name, Address along with date and the number of rooms booked. Reference:

SMS

SHOP KEEPING MANAGEMENT SOFTWARE GUIDE

I. About Shop Keeping Software Management - Shop Keeping Software is very well designed and all forms are so carefully designed with the help of Expert to ensure the Industry Standards in the SHOP KEEPING SOFTWARE as well as User Friendly Design to **Quick and Easy Entry**. All forms have various autos fill methods so that you have to enter the necessary data only, no repeated data entry. Easy and Quicker Purchase entry, Sale orders Entry, Sale Delivery Challan, Customer, and Item Entry. You can view the You can view GRID VIEW as well as Crystal view.

II. Why Shop Keeping Management Required – Shop Keeping Management system is very important software for Retail industry ,Every Retail Software has a large amount of information .This program comes with group of application that manage the application the Different services and reduce time and money .

It is built around the following fundamental Concepts:

- Effective Customer Management.
- Effective Purchase Management.
- Effective Sale Management.
- Effective Employee Management.
- Effective Stock Management.
- Effective Account Management.

This makes application very effective for business .It Creates very efficient approach to manage all business clients' details as well as all hotel staff.

III. ADVANTAGES OF HOTEL MANAGEMENT SYSTEM

The main reason for success of Shop keeping management software is their user-friendliness with interesting and uncomplicated Graphic User Interface. As such, all are based on a 'point and click' technology

y where the user just has to select his options and let the software do everything else. This makes Billing and Stock Management it can be done without any constraints of space and time.

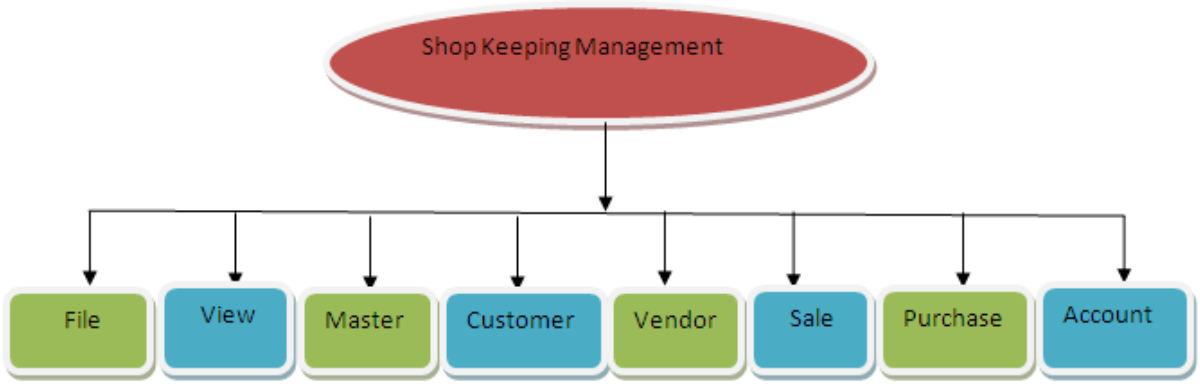
Shop keeping software is a great storehouse for all kinds of data which includes details of past and present customers, invoices, bills, transactions and information about employees. This helps in smooth and efficient running of the Shop keeping as data and information is just a click away. It also helps in avoiding goof-ups and mistakes that usually creeps up in the system owing to human intervention.

IV. TOP FEATURES

- Unlimited Item
- Export any Report to WORD/ PDF / RTF.
- E-mail any Report.
- Well designed MIS Reports.
- Easy Backup & Restore.
- Highly Secured Software.
- Huge Reports for various Activities.
- Unlimited User Accounts
- User Access Management
- Highly Secured with latest Encryption Technology
- Various Utility Tools..
- 24x365 Supports.
- Birthday Remainder
- Attendance Record
- Advance
- Bill Book
- Checkout List
- User friendly.
- Graphical User Interface.
- Multiple Bills (Cash Bill, Card Bill, Credit Bill, Counter Sales Bill, Dummy Bill, etc.,).
- Secure Data Handling (Back Up & Restore).
- SMS & Email facility (Customer & Distributors).
- Manages tracks & sends alerts on expiry dates.
- Monitors credit history of customers and send reminder messages for product promotions / delivery.
- Scheduled reminders & personalized contact manager.
- Leader Creation
- Balance Sheet
- P/L Account
- Trail Balance

V. Module Details With Structure Overview : -

The following is conceptual view of how the main components of the software will fit together .It Only shows the major functions and processes .



VI. UI /UX and Graphic Design Considerations

1.1 UI/UX

Focus needs to be on smplicity ,Intuitive interaction ,and seamless work flows .The attached snap shot Are used to visualize the software concept ,not to pre –empt the UI/UX . The Developer will have flexibility in this area .

1.2 Graphic Design

Flat design approch using simple ,clean ,fun .and friendly colors .Nothing too bright .Needs to appeal to a board demographic .Use as the guiding inspiration .

1.3 Technical Considerations

1.3.1 Development Platform

1.3.2 Programming Language :

- C# with .Net framework

1.4 Database

- Ms Access

1.5 Privacy and Security

Privacy of user data and security of their accounts is paramount .

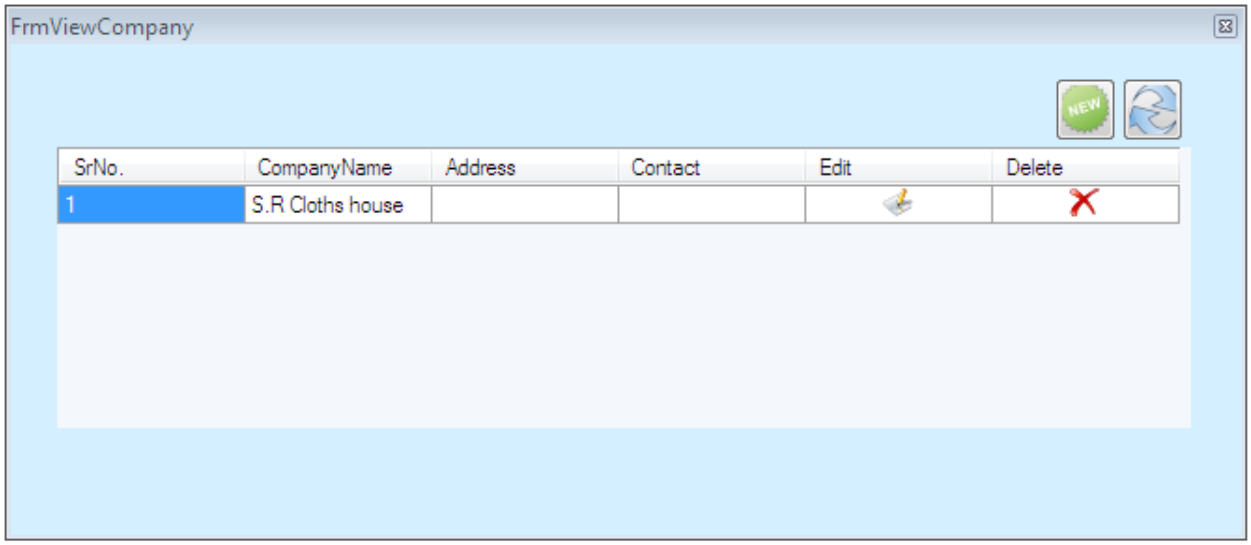
VII. Component And Processes

1. **Landing Screen:** The landing page is the first exposure of CRM Software a potential user will have .It must be simple ,eye catching and have the following components .

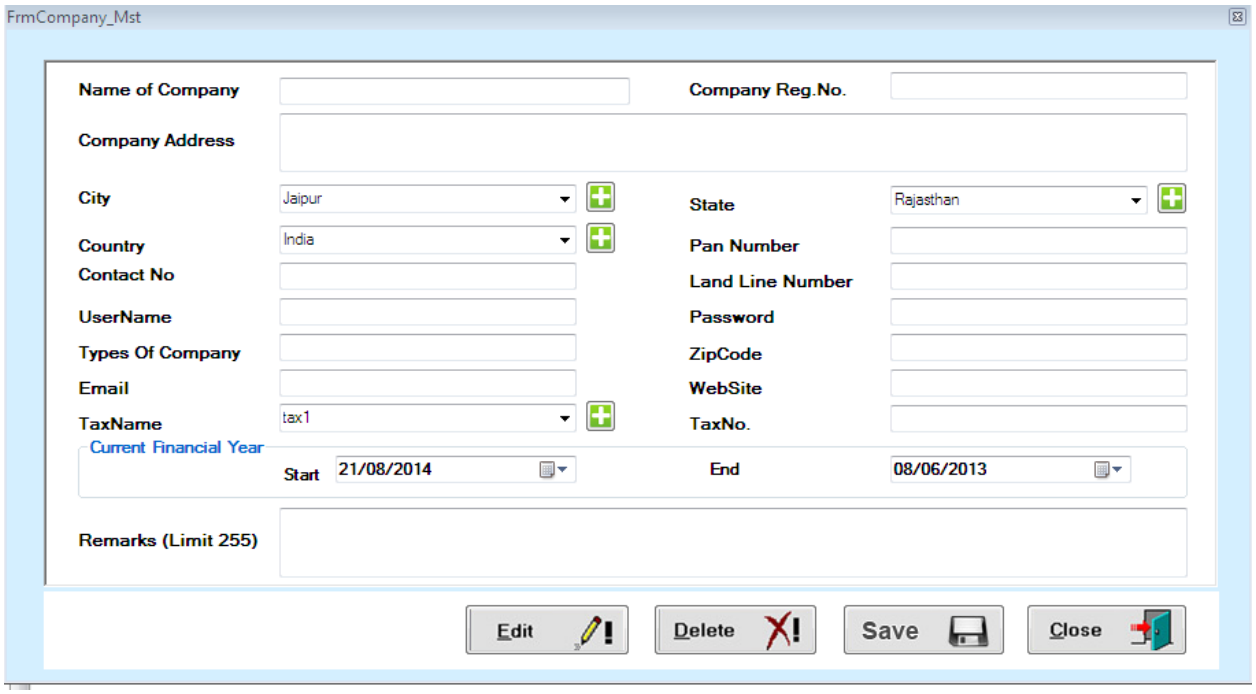
Sno.	Field	Description
1.	UserName	You need to enter the Username It's Compulsory
2.	Password	You need to enter the Password It's Compulsory
3.	Company	Select Company from the dropdown list.
4.	Button Function	**Login**: Login Button use for Login Software .This button checks this user name and password valid or not and also checks some other condition for security purpose. **Exit**: Exit button use for exit from the form. **Create Company:** Direct Link for Company creation .If required Hotel or Company does not exist than firstly uses have to create company. **Delete:** If Existing company will not required in future than you have a facility for company deletion.

		Existing Company : If user want to see existing company information than user also have a facility for viewing information

2. **ViewCompany**:-This screen shot show the entire Company list which we have already created by Company form.

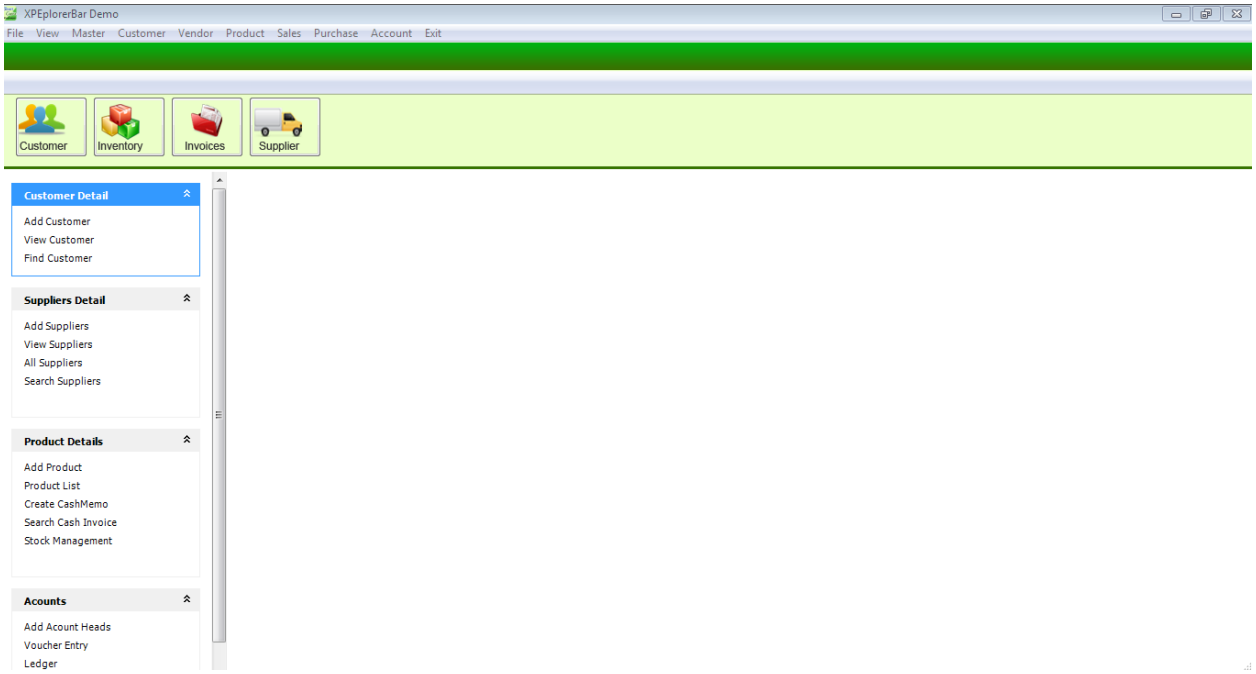


Company Master: This Company page allow user to define the Company defination



1.	Company Name	Enter the Company Name. And Press the Tab key.
2.	Company Reg .No.	Enter the Company Reg. No. And Press the enter key.
3.	City and State	Select the City from drop down list .After the selection of the city state display by default in front of state label
4.	Address	Give the complete address detail of the Company .With Zip and State code
5.	Contact No.	Enter the company Contact number for Communication.
6.	Landline No.	Enter the company Landline number for Communication.
7	User Name and Password	Enter the User Name and Password. For Software login.
8	Type Of Company	Enter the Type of Company information
9	Email Id	Enter the communication detail of the Company in the column with the E-Mail I D.
10	Zip Code	Enter the Zip code
11	Website	Enter the Company URL for information.
12	Tax No./ Tax Name	Enter the Tax No and Tax name of the company.
13	Current Year and End Year	Select the date from the Date time picker
13	Button Function	**Save**: Save Button use for Saving the Value. **Edit**: Edit Button use for Updating the value against the code. **Delete**: Delete Button use for removing the unused value. **Close** : Close Button use Closing the form

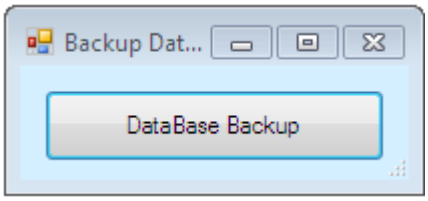
a. **Main Screen:** This screen show all module name .



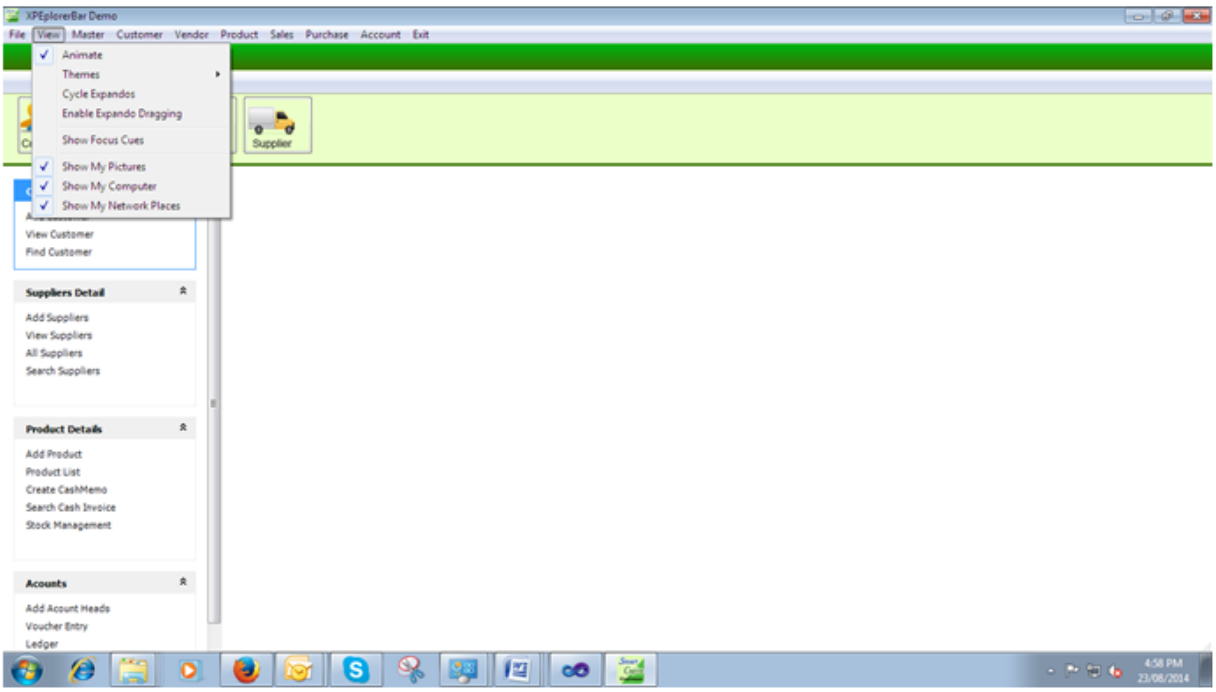
- **File**
- **View**
- **Master**
- **Customer**
- **Vendor**
- **Product**
- **Sale**
- **Purchase**
- **Accounts**
- **Exit**

1. **File** –File Module content backup database sub module

1.1. **Backup Database** - This screen use for Database backup.

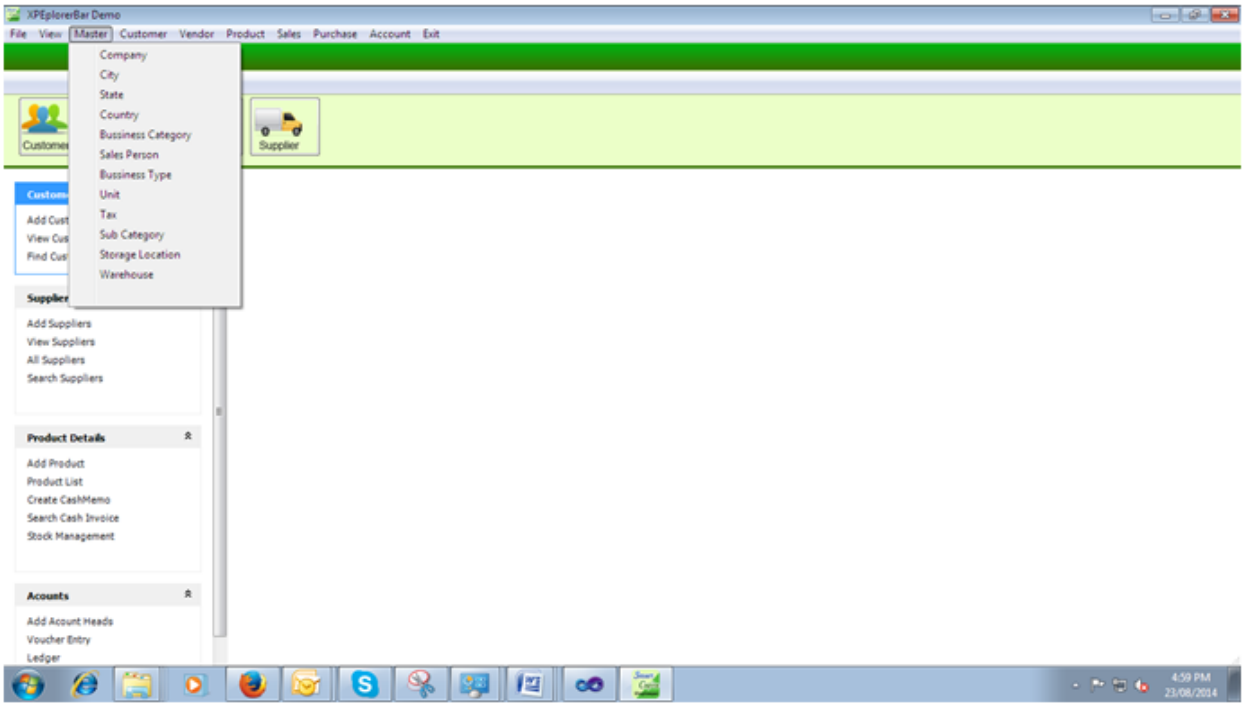


2. **View – This Module Content for changing thems, Animal.**

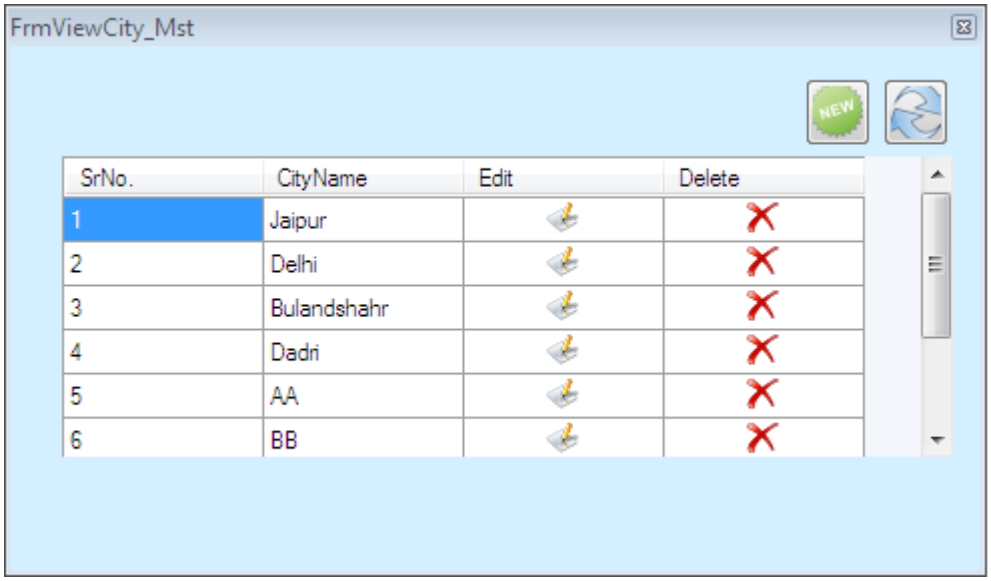


- Animate
- Theme
- Cycle Expends
- Enabling Expends

3. **Master-** This is a user manual for Master module. This manual describes each screen, description of the fields on the screen and actions available to the user.



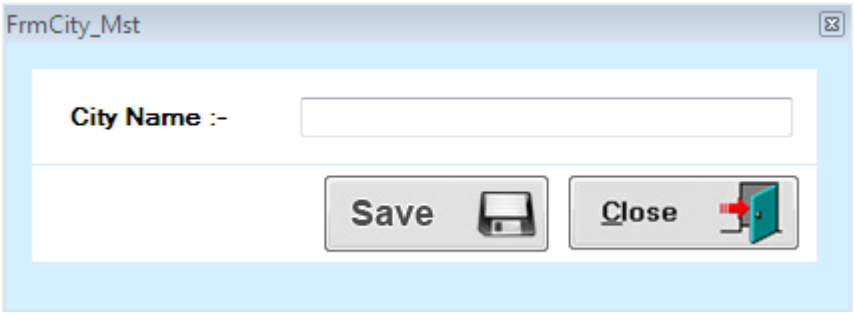
3.1. **View City Master** - This screen shot show the entire city list which we have already created by Company form.



Sno.	Field	Description
1.	Sno,CityName ,Rent	Show City Name
2.	Button Function	**Edit**: Edit Button use for Updating the value against the code. **Delete:** If Existing Category not required in future than you have a facility for

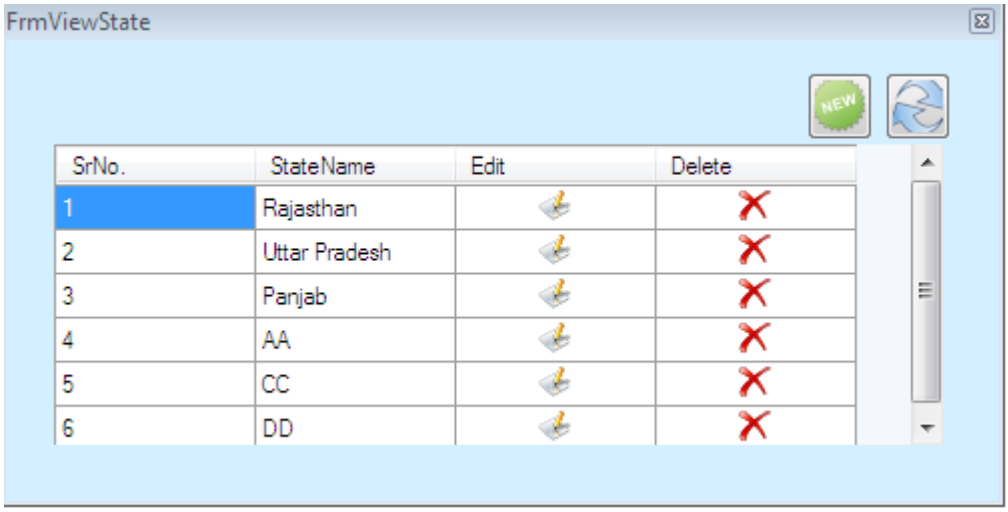
		deletion.

3.2. **City Master -** This City page allow user to define the City



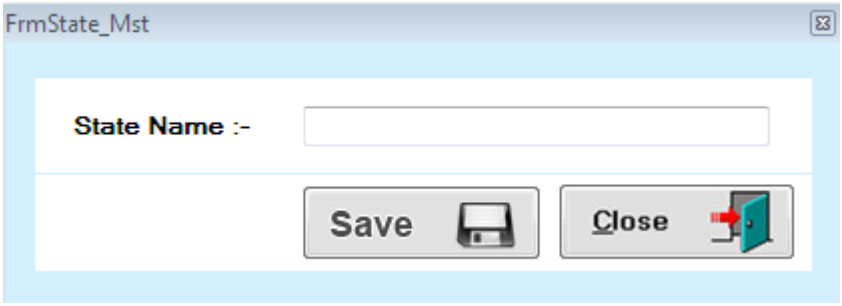
Sno.	Field	Description
1.	City Name	You need to enter the City Name. It's Compulsory
2.	Button Function	**Save**: Save Button use for Saving the Value. **Close**: Close Button use Closing the form.

3.3. **View State -** This screen shot show the entire State list which we have already created by State entry form.



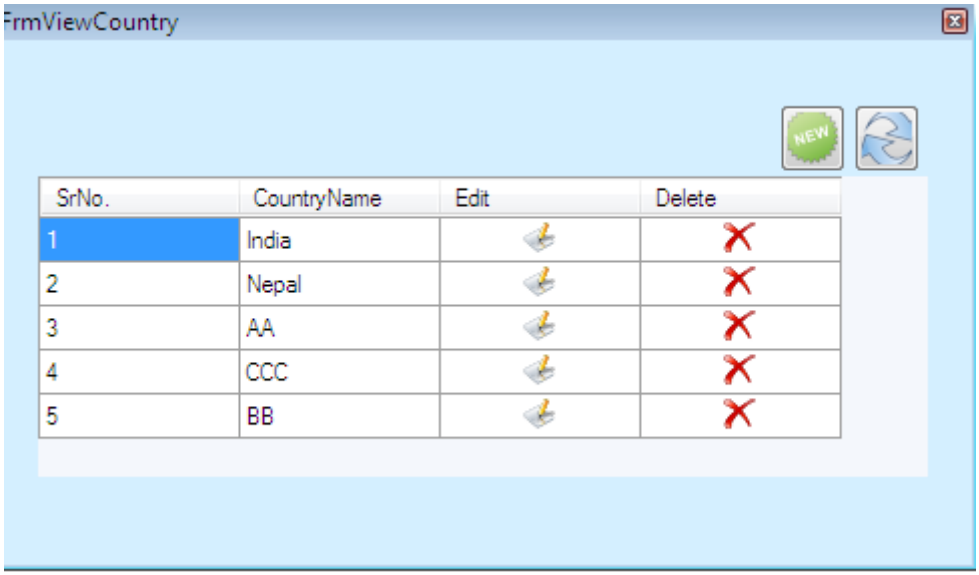
Sno.	Field	Description
1.	Sno,State Name	Show State Name
2.	Button Function	**Edit**: Edit Button use for Updating the value against the code. **Delete:** If Existing State not required in future than you have a facility for deletion.

3.4. **State Master -** This State page allow user to define the State

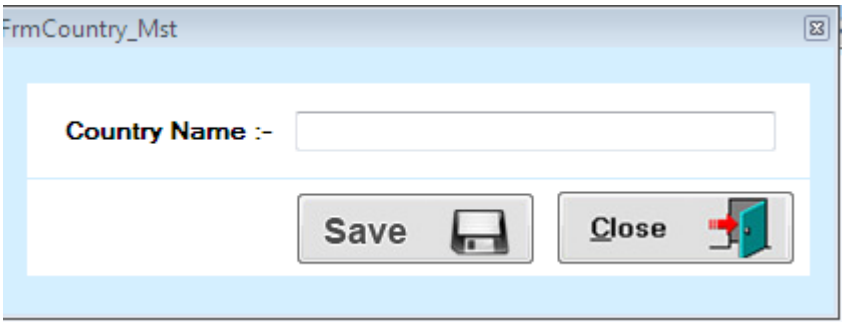


Sno.	Field	Description
1.	State Name	You need to enter the State Name. It's Compulsory
2.	Button Function	**Save**: Save Button use for Saving the Value. **Close**: Close Button use Closing the form.

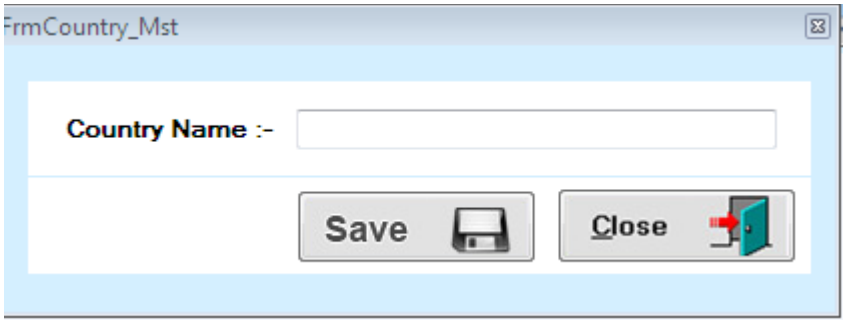
3.5. **View Country -** This screen shot show the entire Country list which we have already created by State entry form.



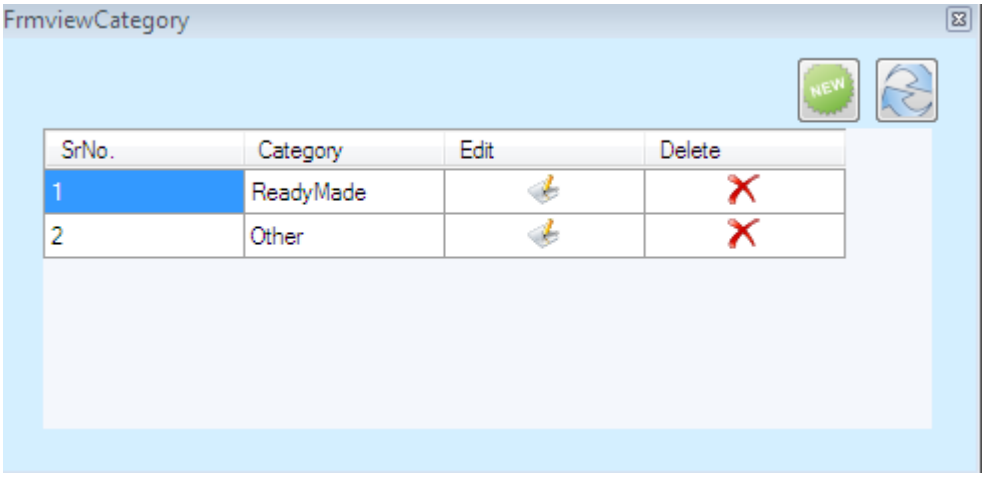
3.6. **Country Master -** This Country page allow user to define the Country



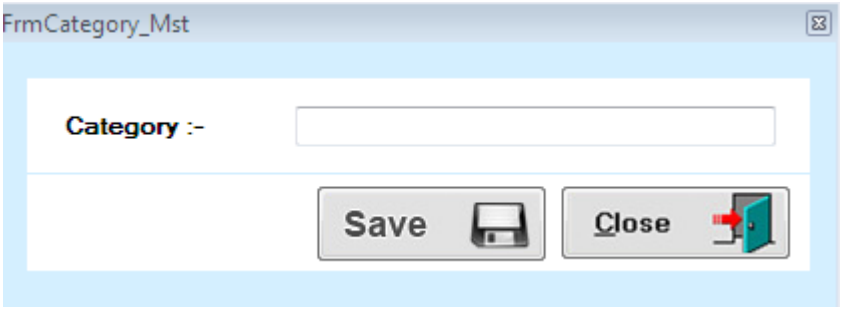
Sno.	Field	Description
1.	Country Name	You need to enter the Country Name. It's Compulsory
2.	Button Function	**Save**: Save Button use for Saving the Value. **Close**: Close Button use Closing the form.



3.7. **View Category -** This screen shot show the entire Category list which we have already created by Category entry form.

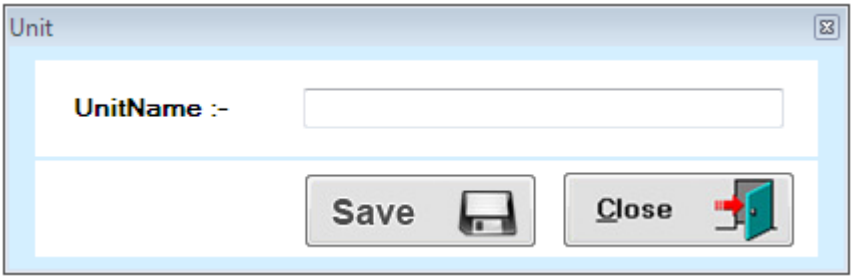


3.8. **Category Master** - This Category page allow user to define the Category



Sno.	Field	Description
1.	Category Name	You need to enter the Category Name. It's Compulsory
2.	Button Function	**Save**: Save Button use for Saving the Value. **Close**: Close Button use Closing the form.

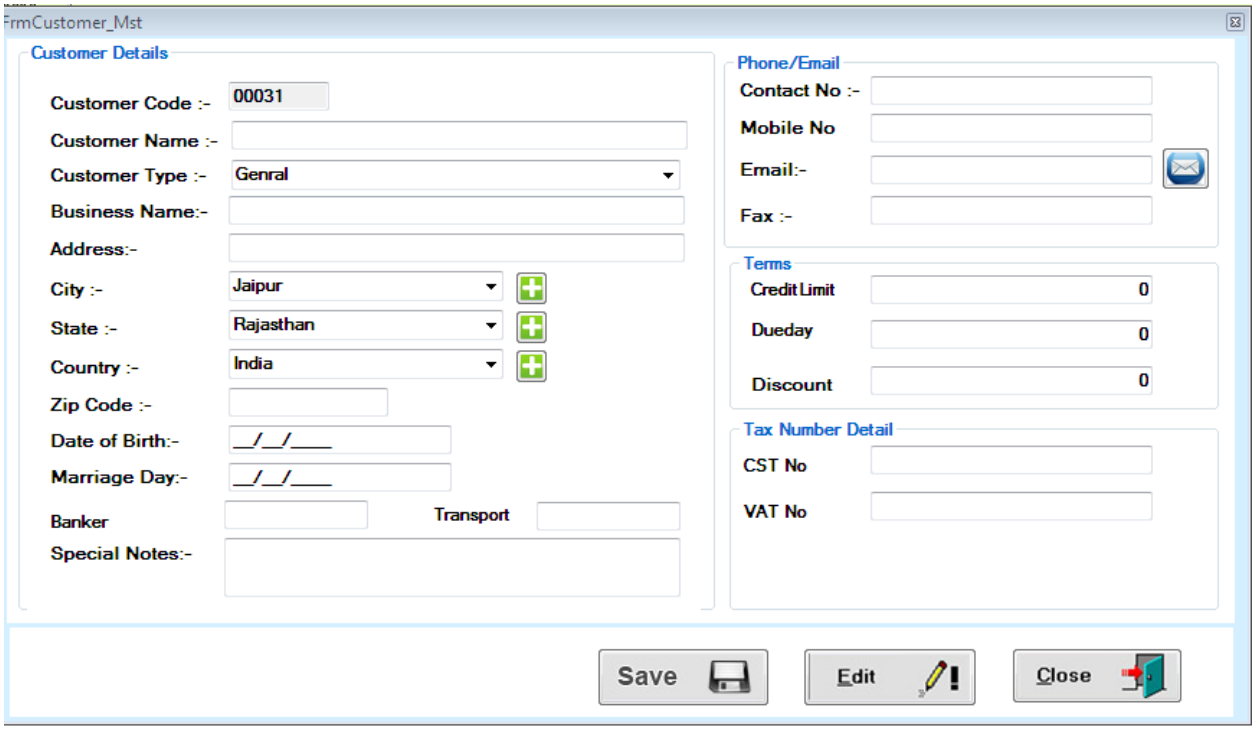
3.9. **Unit Master** - This Category page allow user to define the Category



Sno.	Field	Description
1.	Unit Name	You need to enter the Unit Name. It's Compulsory
2.	Button Function	**Save**: Save Button use for Saving the Value. **Close**: Close Button use Closing the form.

4. **Customer-** This is a user manual for Customer Section. This manual describes each screen, description of the fields on the screen and actions available to the user.

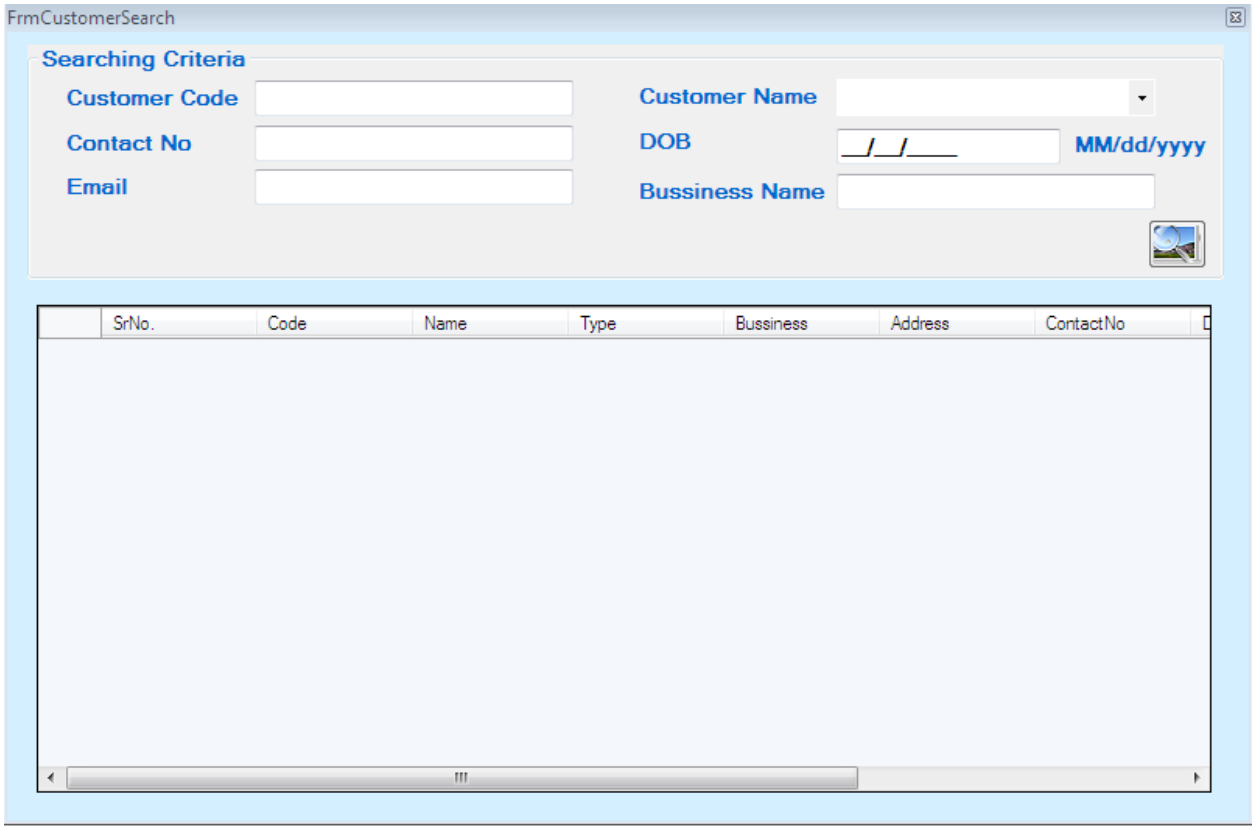
4.1. Add Customer– This Screen use for Creation of Customer.



1.	Code	All parties' code is auto generated. Auto code format is 0001.
2.	Name	You need to enter the Name of the Customer .
3.	Customer Type	You need to select the Customer Type from the drop down list.
4.	Business Name	You need to enter the Business Name of the Customer
5.	Address	You need to enter the address for communication and dispatching the item.
6.	Country	You need to select the Country from the drop down list.
7.	State	You need to select the State from the drop down list.
8.	City	You need to select the City from the drop down list.
9.	Zip Code	Enter the particular field's value. It's should be 6 digit
10.	DOB	Set the DOB of the Customer.
11	Marriage Day	Set the Marriage of the Customer.
12.	Banker	You need to Enter Banker Name for Transaction.
13.	Transporter	You need to Enter Transporter Name for Transport communication.
14.	Contact No/Mobile	You need to enter the phone no and mobile number for communication.
15.	Email Id	You need to enter the email id for communication.
16.	Fax	You need to enter the Fax id for communication.
17.	Credit Limit	Enter the credit limit for financial transaction Validation.
18.	Due Days	Enter the Due Days for financial transaction Validation.
19.	Discount	Set the Standard discount for a customer.
19.	CST/VAT No.	Feed the particular field's number.
21.	Button Function	Reset: Reset Button use for clearing all the controls. Its short cut key Save: Save Button use for Saving the Value. Its short cut key Update: Update Button use for Updating the value against the code. Its short cut key Delete: Delete Button use for removing the unused value. Its short cut key

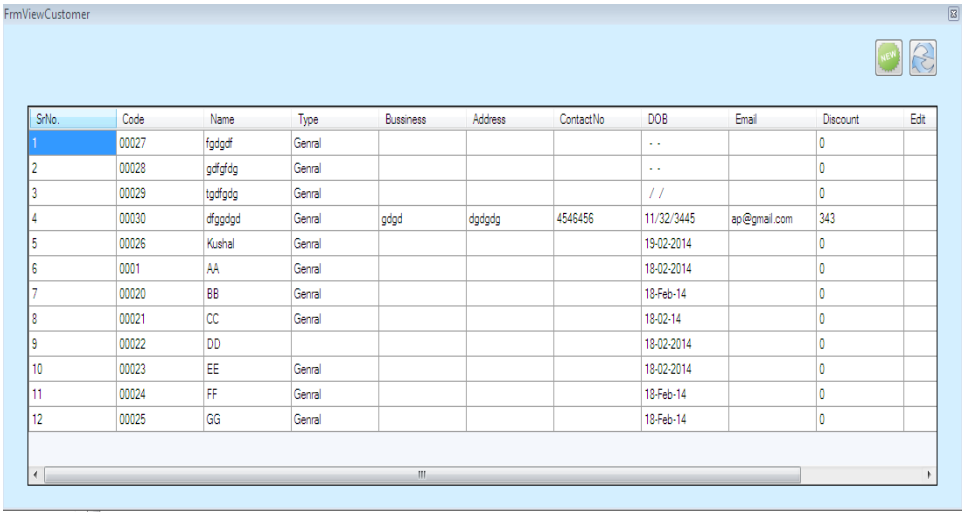
		Print: Print Button use for display the preview of the data. Its short cut key Close: Close Button use Closing the form . Its short cut key .

4.2. Customer Search – This Screen use for already existing software searching.



Sno.	Field	Description
1.	Searching Creteria	You can search customer with different diffent criteria Ex. Customer Code, Name, DOB, and Contact No., Email Id Etc .Through this criteria you can get desired data according to criteria.

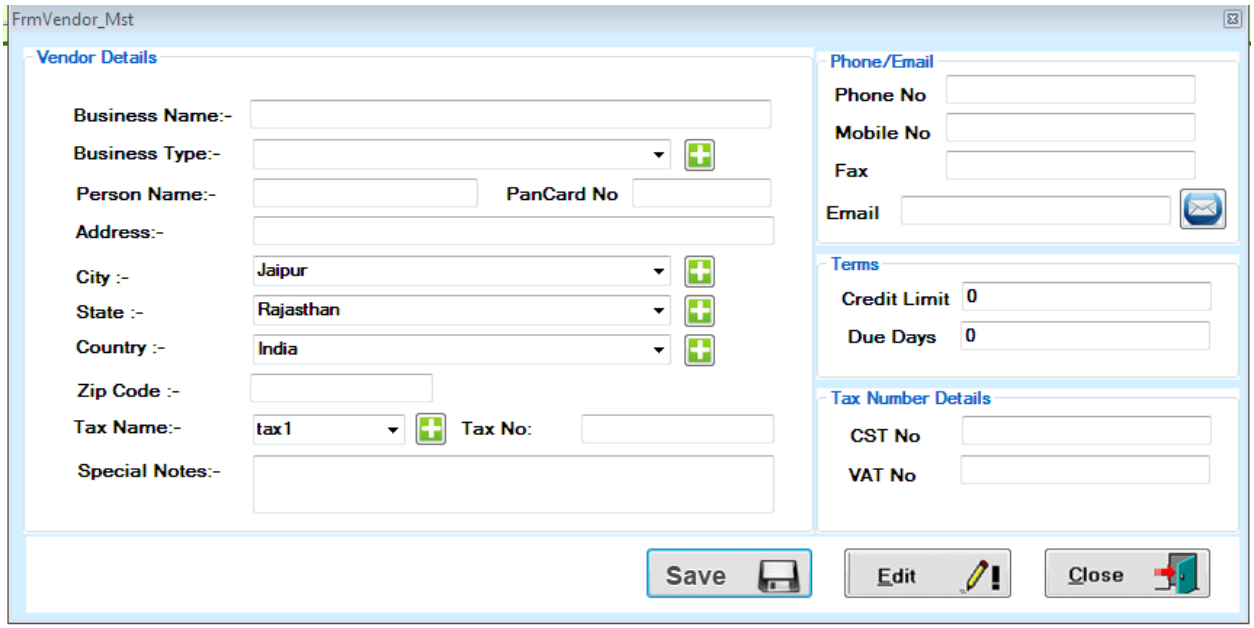
4.3. View Customer– This Screen use for already existing customer information



SrNo.	Code	Name	Type	Bussiness	Address	ContactNo	DOB	Email	Discount	Edit
1	00027	fgdgdf	Genral				- -		0	
2	00028	gdfgfdg	Genral				- -		0	
3	00029	tgdfgdg	Genral				/ /		0	
4	00030	dfggdgd	Genral	gdgd	dgdgdg	4546456	11/32/3445	ap@gmail.com	343	
5	00026	Kushal	Genral				19-02-2014		0	
6	0001	AA	Genral				18-02-2014		0	
7	00020	BB	Genral				18-Feb-14		0	
8	00021	CC	Genral				18-02-14		0	
9	00022	DD					18-02-2014		0	
10	00023	EE	Genral				18-02-2014		0	
11	00024	FF	Genral				18-Feb-14		0	
12	00025	GG	Genral				18-Feb-14		0	

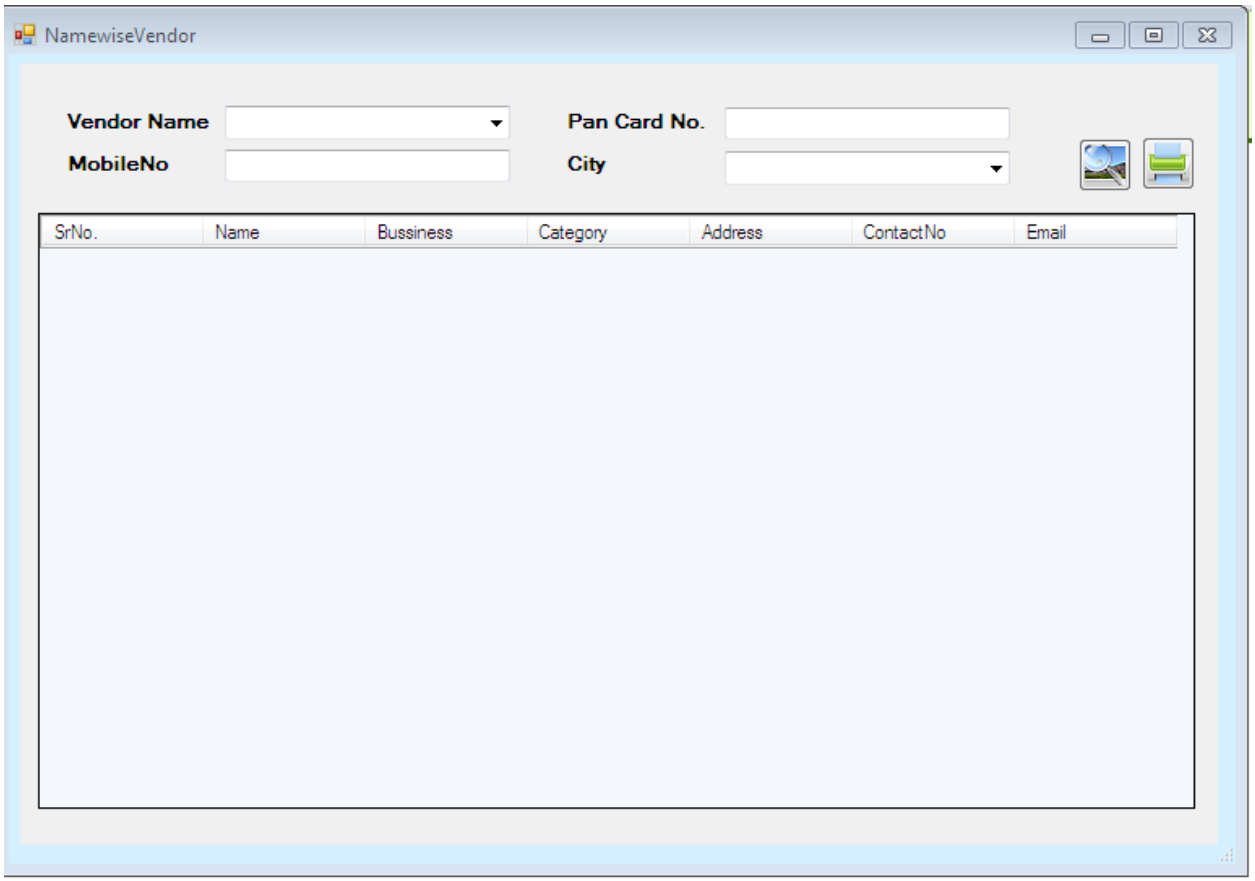
5. **Vendor-** This is a user manual for Vendor Section. This manual describes each screen, description of the fields on the screen and actions available to the user.

5.1. Add Vendor– This Screen use for Creation of Vendor .



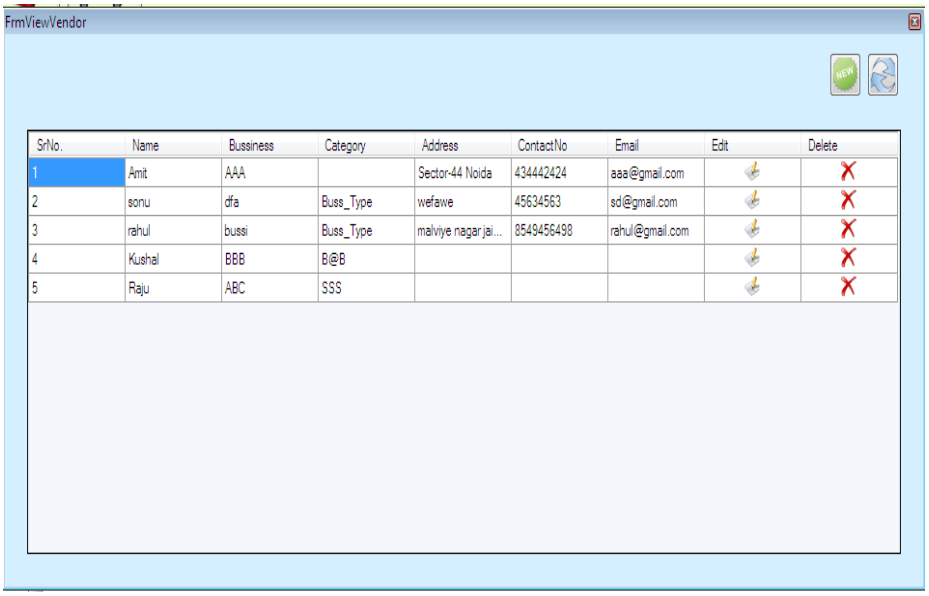
1.	Code	All parties' code is auto generated. Auto code format is 0001.
2.	Name	You need to enter the Name of the Vendor.
3.	Customer Type	You need to select the Vendor Type from the drop down list.
4.	Business Name	You need to enter the Business Name of the Vendor
5.	Address	You need to enter the address for communication and dispatching the item.
6.	Country	You need to select the Country from the drop down list.
7.	State	You need to select the State from the drop down list.
8.	City	You need to select the City from the drop down list.
9.	Zip Code	Enter the particular field's value. It's should be 6 digit
10.	DOB	Set the DOB of the Customer.
11	Marriage Day	Set the Marriage of the Customer.
12.	Banker	You need to Enter Banker Name for Transaction.
13.	Transporter	You need to Enter Transporter Name for Transport communication.
14.	Contact No/Mobile	You need to enter the phone no and mobile number for communication.
15.	Email Id	You need to enter the email id for communication.
16.	Fax	You need to enter the Fax id for communication.
17.	Credit Limit	Enter the credit limit for financial transaction Validation.
18.	Due Days	Enter the Due Days for financial transaction Validation.
19.	Discount	Set the Standard discount for a customer.
19.	CST/VAT No.	Feed the particular field's number.
21.	Button Function	Reset: Reset Button use for clearing all the controls. Its short cut key Save: Save Button use for Saving the Value. Its short cut key Update: Update Button use for Updating the value against the code. Its short cut key Delete: Delete Button use for removing the unused value. Its short cut key Print: Print Button use for display the preview of the data. Its short cut key Close: Close Button use Closing the form. Its short cut key.

5.2. Vendor Search – This Screen use for already existing software searching.



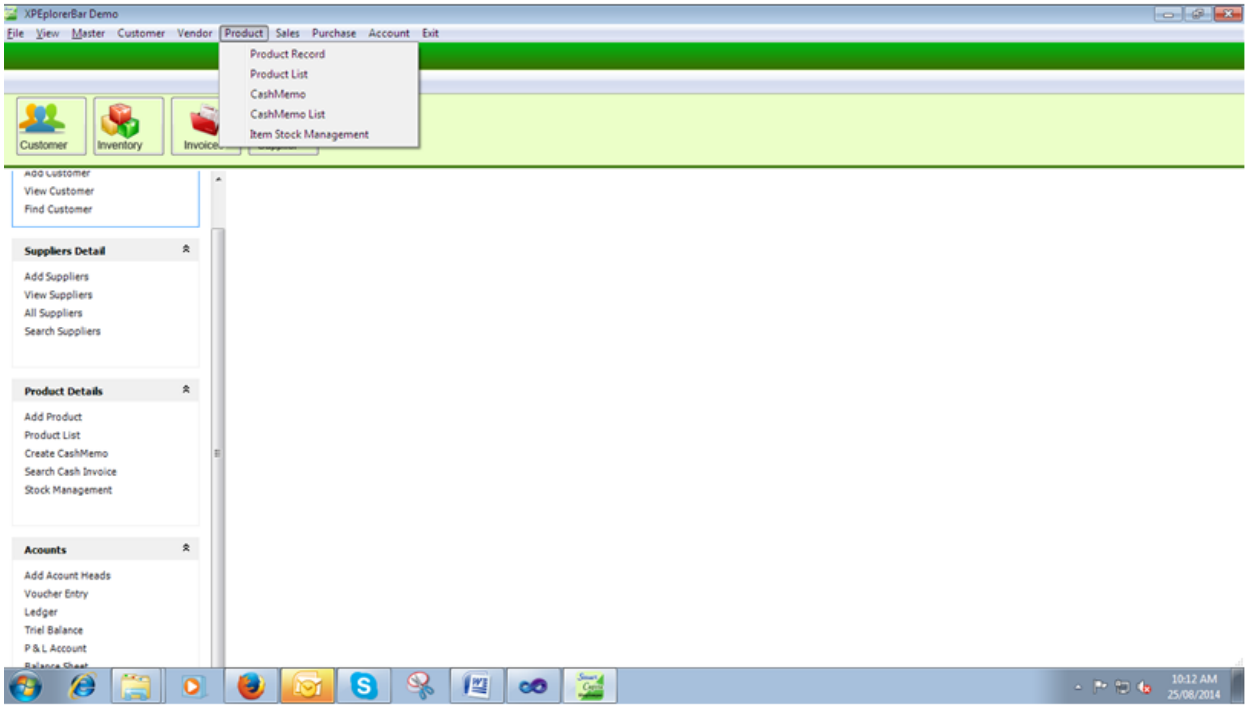
Sno.	Field	Description
1.	Searching Creteria	You can search Vendor with different diffent criteria Ex. Vendor Code, Name, DOB, and Contact No., Email Id Etc .Through this criteria you can get desired data according to criteria.

5.3. View Vendor– This Screen use for already existing Vendor information

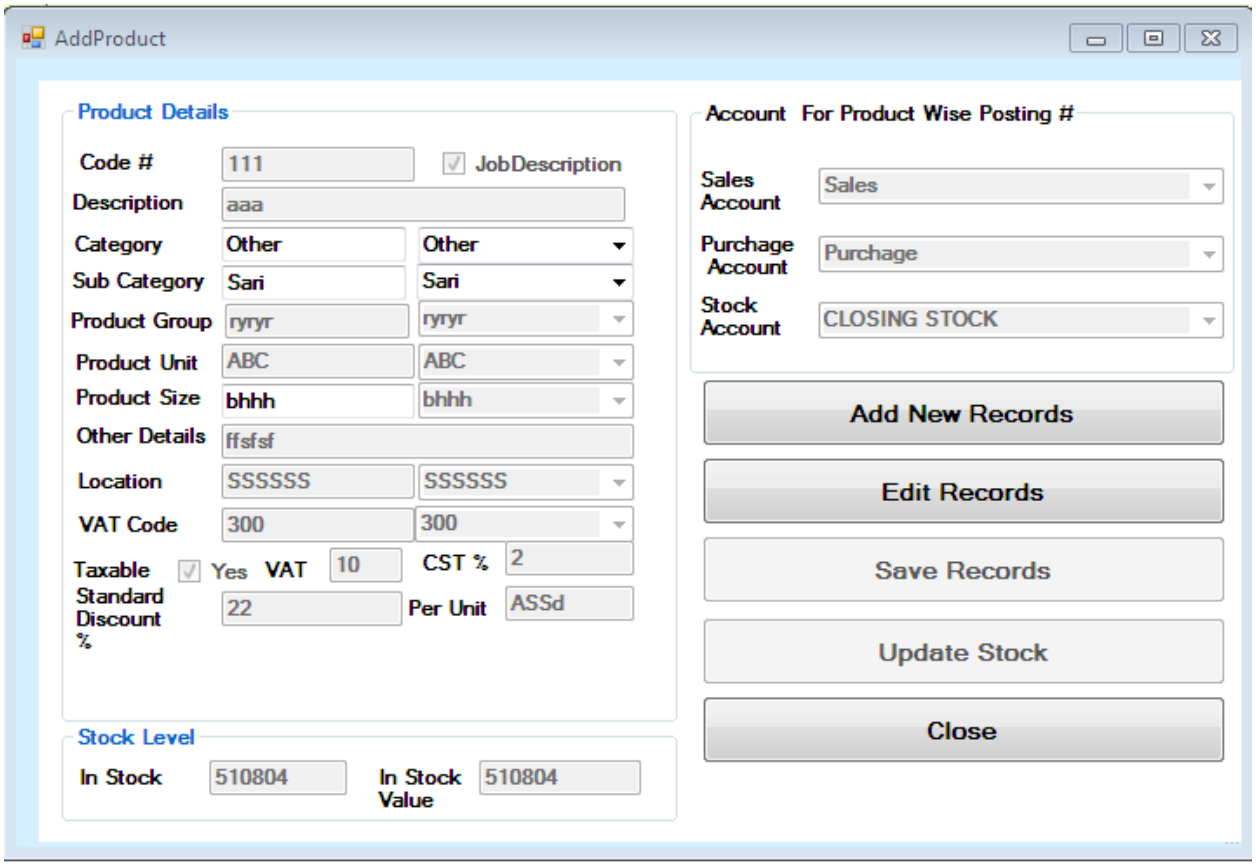


SrNo.	Name	Bussiness	Category	Address	ContactNo	Email	Edit	Delete
1	Amit	AAA		Sector-44 Noida	434442424	aaa@gmail.com		
2	sonu	dfa	Buss_Type	wefawe	45634563	sd@gmail.com		
3	rahul	bussi	Buss_Type	malviye nagar jai...	8549456498	rahul@gmail.com		
4	Kushal	BBB	B@B					
5	Raju	ABC	SSS					

6. Product: This is a user manual for Product Section. This manual describes each screen, description of the fields on the screen and actions available to the use for Product creation.



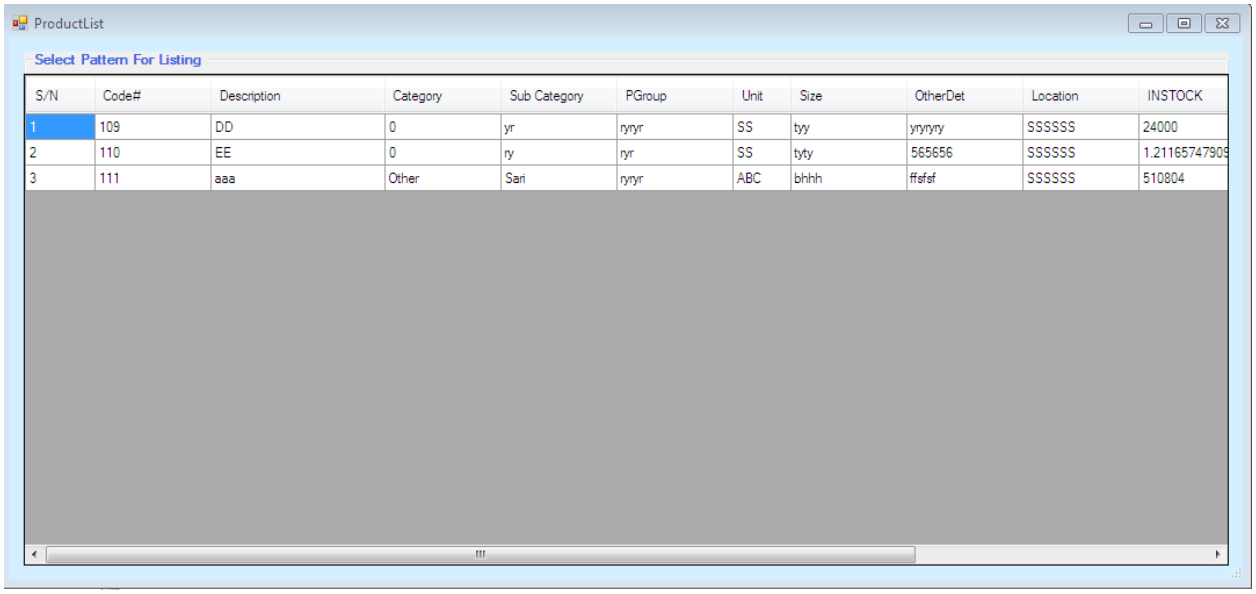
6.1.Add Product- This Screen shot through we can enter n-number of Product.



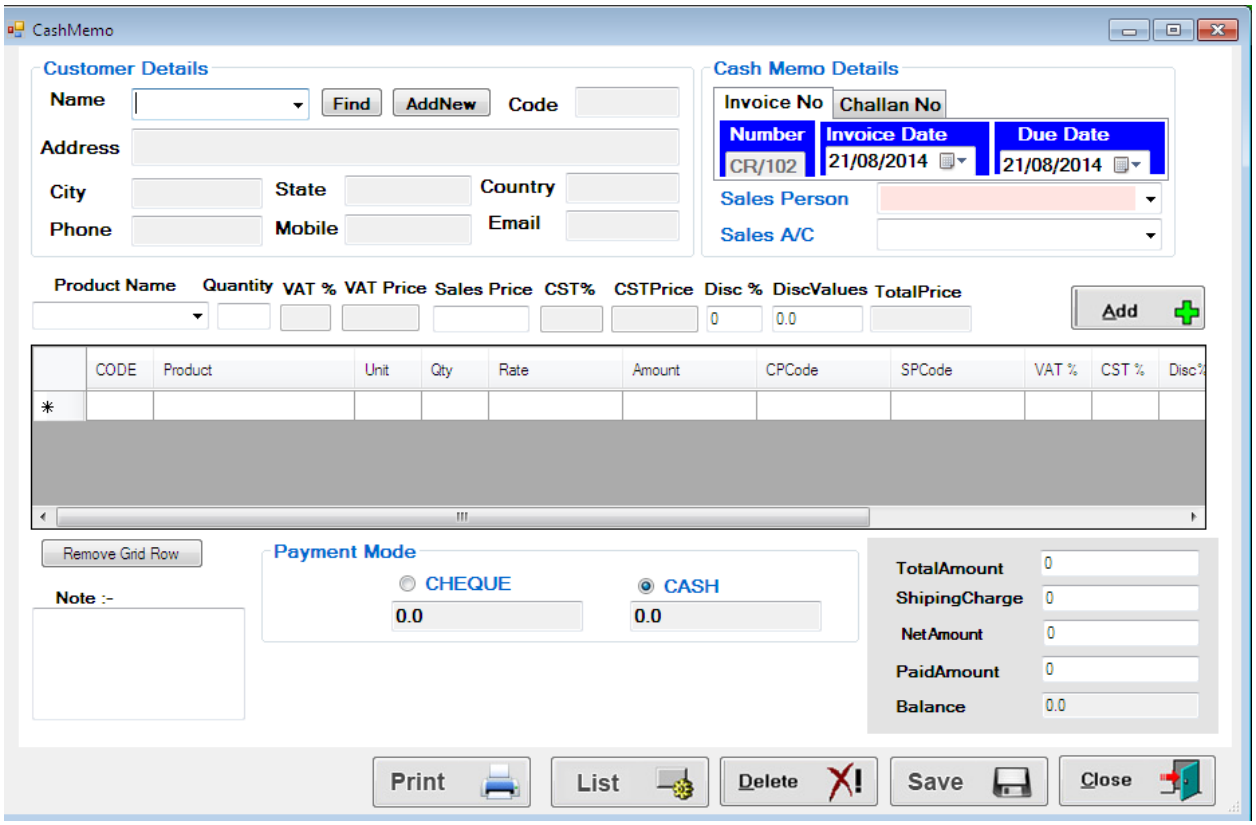
1.	Code	Item Code generate automatic.Autocode generate format is Numeric .Auto code format depend on client.
2.	Description	Enter the Item Name in this Description Field .It is Compulsory.
3.	Category	Select Category from the drop down list .Ex- Other, Readymade.
4.	Sub Category	Select Subcategory from the drop down list Ex. Sari, Suit, Shirt.
5.	Product Unit	Select the Unit from the dropdown list according to product.
6.	Product Size	Select the Product Size from the dropdown list according to product.
7.	Other Details	Enter the Other details if Required.
8.	Location	Select the Product Location from the dropdown list according to product dispatching.
9.	Vat Code	Select the Vat Code from the dropdown list according to government Rule.
10.	Sale Price	Enter sale price in this column .For Billing.
11.	Taxable	Checked the taxable check box if particular product is taxable.
12.	VAT (%)	Enter the vat percent in this column.
13.	CST	Enter the CST percent in this column.

14.	Discount (%)	Enter the Discount percent in this column. Discount % automatic fetch on the time of billing.
15.	Per unit	Enter the per unit for discount applicability.
Account for Product wise testing		
16.	Sale Account	Select Account Group from the drop down list .For Account Maintains.
17.	Purchase Account	Select Account Group from the drop down list .For Account Maintains.
18.	Stock Account	Select Account Group from the drop down list .For Account Maintains.
19..	Button Function	**Save**: Save Button use for Saving the Value. **Edit**: Edit Button use for Updating the value against the Room No. **Delete**: Delete Button use for removing the unused value. **Reset**: Reset Button use for clearing all the controls. **Close** : Close Button use Closing the form

6.2.Product List: - It will show all product list .Along with Other Information .So that waiter can easily maintain their food details.



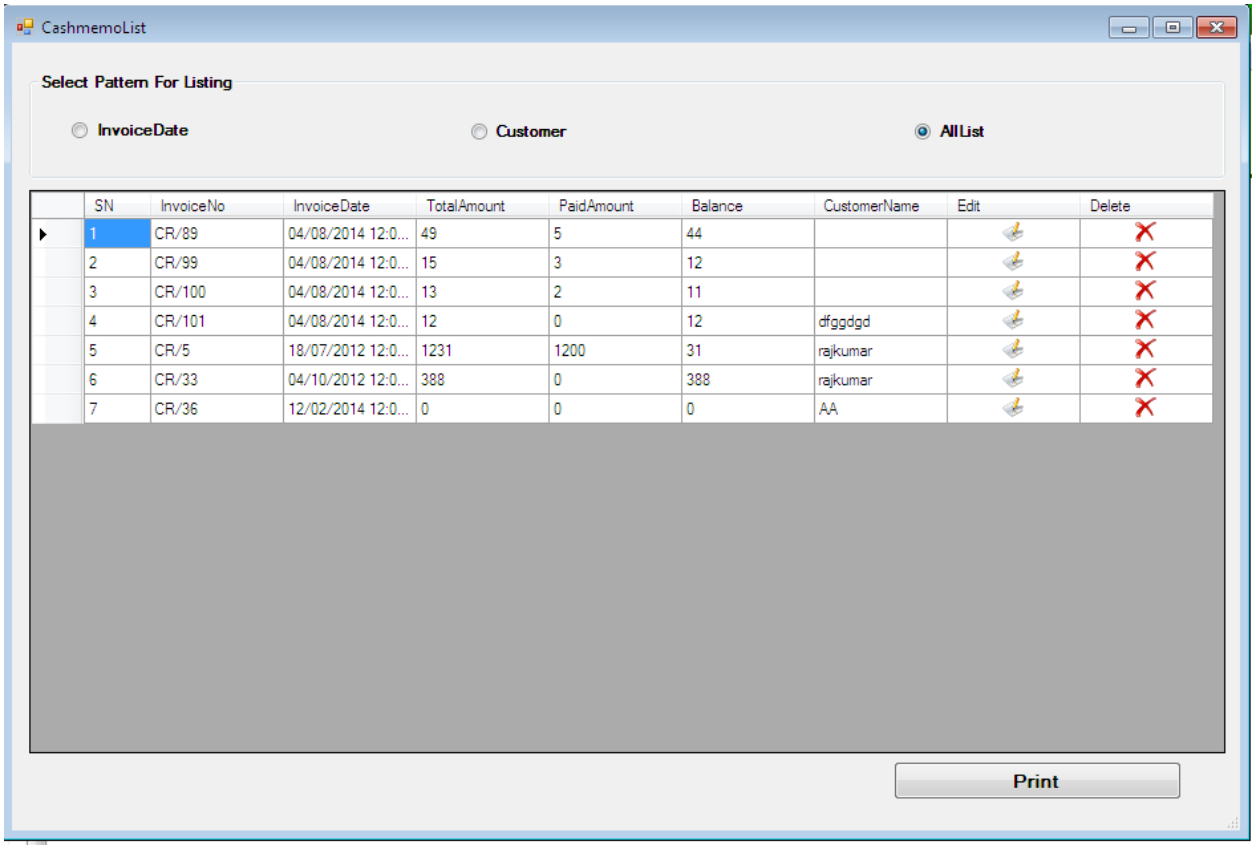
6.3. Cash Memo:- This screen use for retail billing generation .



1.	Invoice No.	Invoice generate automatic.Autocode generate format is Alpha Numeric .Auto code format depend on client.
2.	Invoice Dt.	Fetch the Invoice date from the Date time picker
3.	Due Date	Fetch the Due date from the Date time picker
4.	Sale Person	Select the Sales Person Name from the drop down list.
5.	Sale A/C	Select Account Group from the drop down list .For Account Maintains.
6	Customer Name	Select Customer Name from the drop down list .Desired information automatic come from master table. Ex. –Address, Phone No, Mail Id, City, State, Country.
7.	Product Name	Select the Product Name from the drop down list .For Billing and other tax related and Sale price from the master entry.
8.	Qty.	Enter the Qty .How much you want to generate billing. And Click on Add Button
9.	Total Amt	Total Amount automatic calculated from the grid view total row

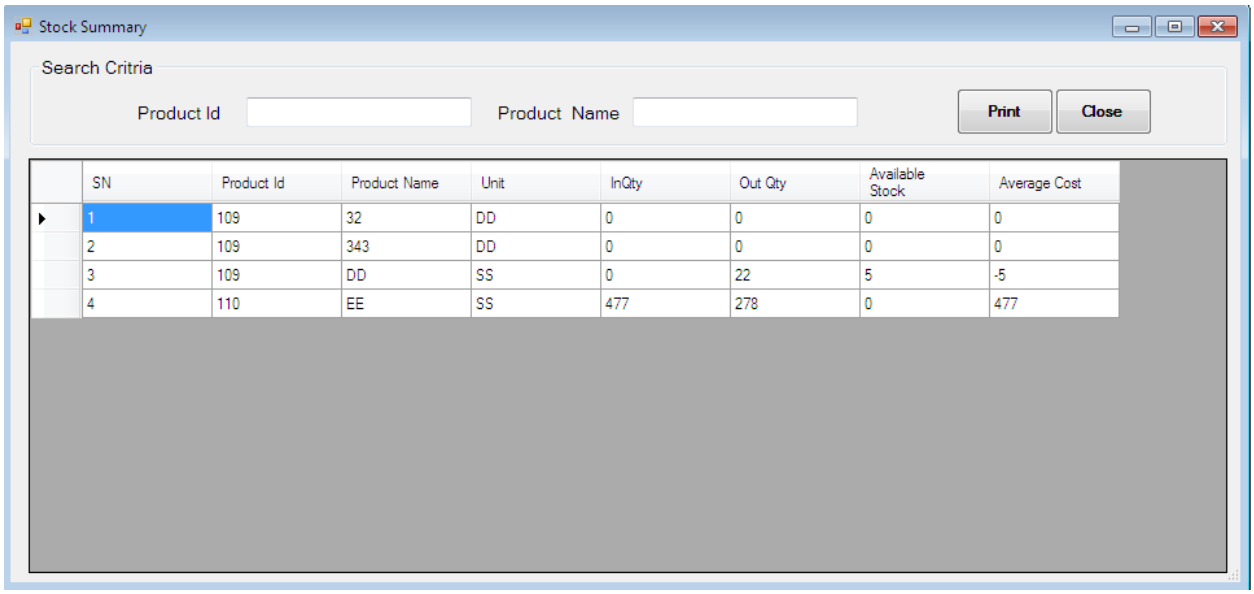
10.	Discount Amt	If you want to give any discount to user .you can enter the amount
11.	Payable Amt.	Payable amount automatic calculated.
12.	Vat Per.	If you want to fix vat per in this control it is possible and it is also editable .This facility depend on your need .And Vat amount automatic calculated.
13.	SAT Per.	If you want to fix SAT per in this control it is possible and it is also editable. This facility depends on your need .And SAT amount automatic calculated.
14.	Net Payable Amt.	Payable amount automatic calculated. From the above calculation.
15.	Button Function	**Save**: Save Button use for Saving the Value. **Edit**: Edit Button use for Updating the value against the Room No. **Delete**: Delete Button use for removing the unused value. **Reset**: Reset Button use for clearing all the controls. **Close** : Close Button use Closing the form

6.4.Cash Memo List:- This list show already created cash memo list .Through this form you can update the delete existing record.


CashmemoList
Select Pattern For Listing
InvoiceDate
Customer
AllList
SN InvoiceNo InvoiceDate TotalAmount PaidAmount Balance CustomerName Edit Delete
1 CR/89 04/08/2014 12:0... 49 5 44
2 CR/99 04/08/2014 12:0... 15 3 12
3 CR/100 04/08/2014 12:0... 13 2 11
4 CR/101 04/08/2014 12:0... 12 0 12 dfggdgd
5 CR/5 18/07/2012 12:0... 1231 1200 31 rajkumar
6 CR/33 04/10/2012 12:0... 388 0 388 rajkumar
7 CR/36 12/02/2014 12:0... 0 0 0 AA
Print

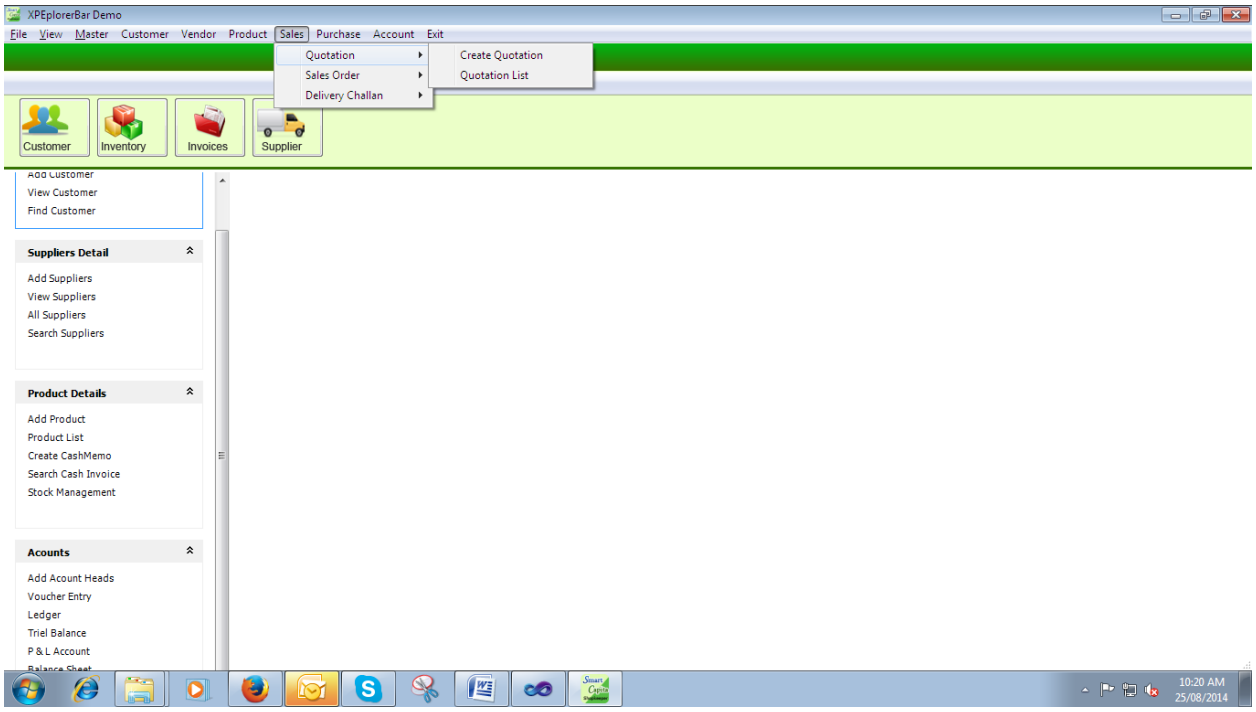
SNo.	Field	Description
1.	Search Criteria	You can filter data invoice date ,Customer ,All Unit wise.
2	Button Function.	Through this form you can edit and delete the record

6.5.Item Stock Management:- This list through you can check stock.

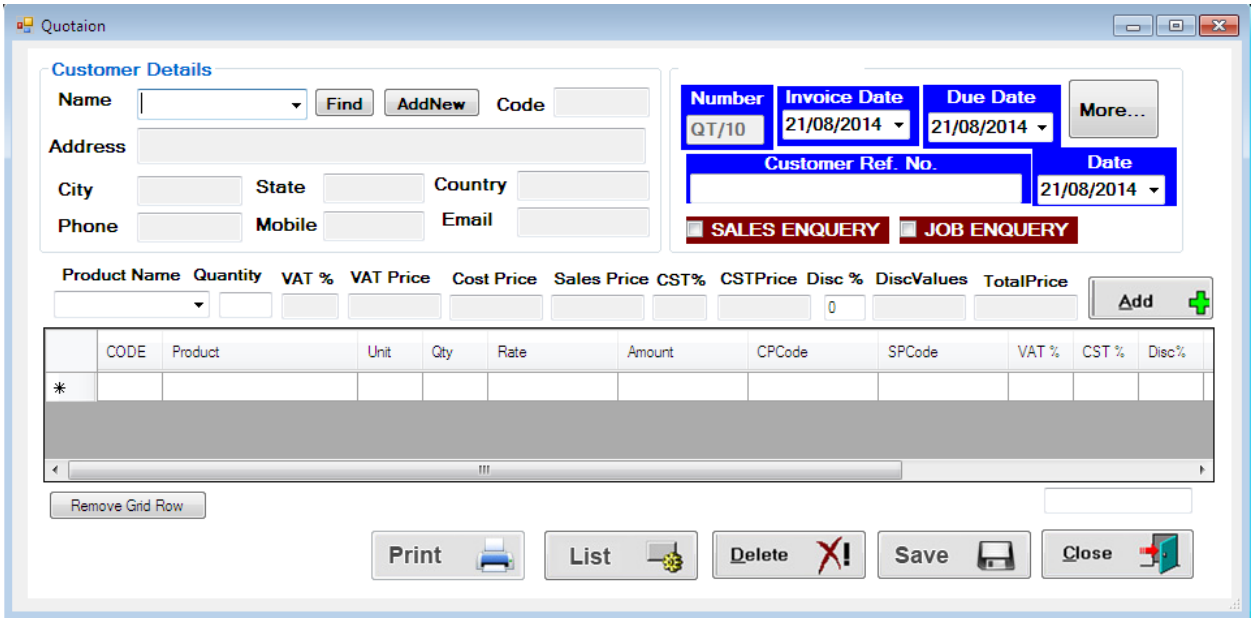


SNo.	Field	Description
1.	Search Criteria	You can filter data Product Name and product id wise.
2	Button Function.	**Print** – Get the preview through this button **Close**- Through this button you can exit from this form .

7. **Sale** – This is a user manual for Sale Section. This manual describes each screen, description of the fields on the screen and actions available to the use for Order and Invoice creation

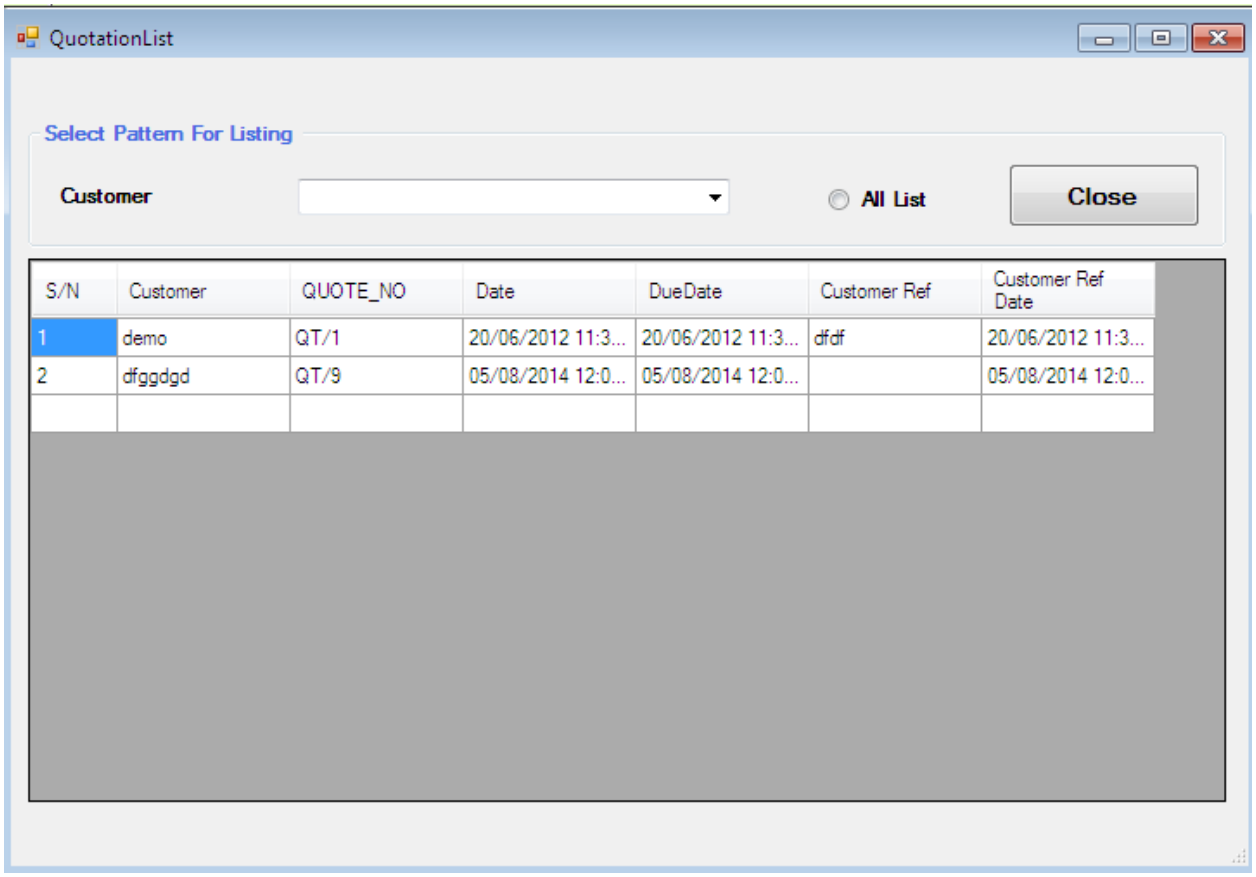


7.1.Create Quotation:



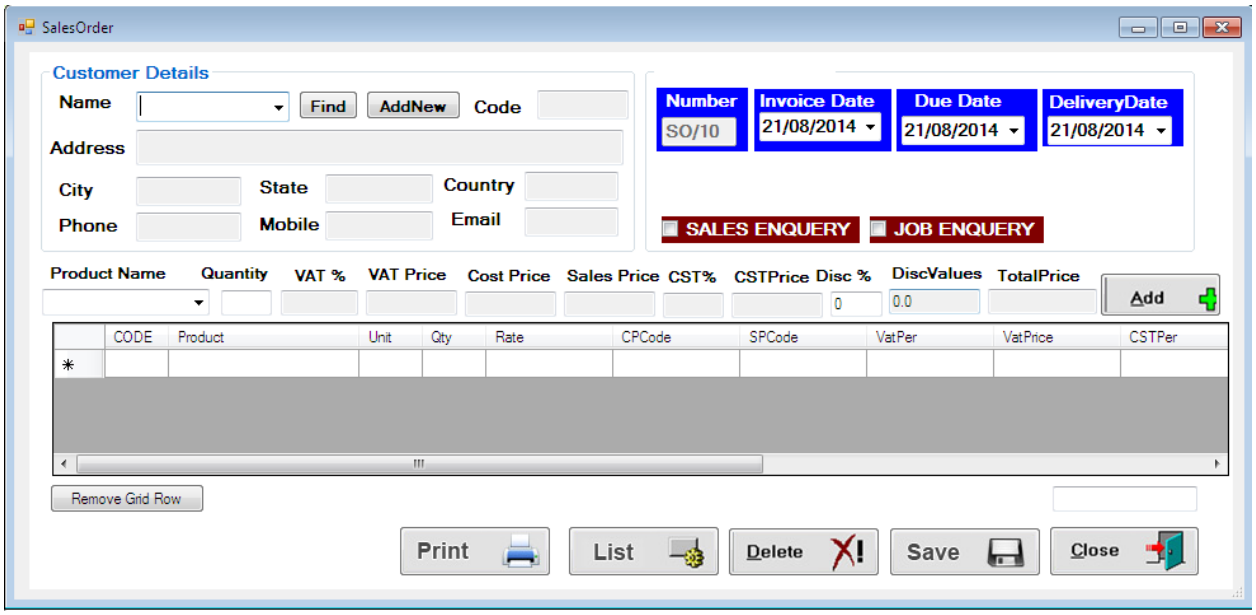
1.	Number	Invoice generate automatic.Autocode generate format is Alpha Numeric .Auto code format depend on client.
2.	Invoice Dt.	Fetch the Invoice date from the Date time picker
3.	Due Date	Fetch the Due date from the Date time picker
4.	Sale Person	Select the Sales Person Name from the drop down list.
5.	Sale A/C	Select Account Group from the drop down list .For Account Maintains.
6	Customer Name	Select Customer Name from the drop down list .Desired information automatic come from master table. Ex. –Address, Phone No, Mail Id, City, State, Country.
7.	Product Name	Select the Product Name from the drop down list .For Billing and other tax related and Sale price from the master entry.
8.	Qty.	Enter the Qty .How much you want to generate billing. And Click on Add Button
9.	Total Amt	Total Amount automatic calculated from the grid view total row
10.	Discount Amt	If you want to give any discount to user .you can enter the amount
11.	Payable Amt.	Payable amount automatic calculated.
12.	Vat Per.	If you want to fix vat per in this control it is possible and it is also editable .This facility depend on your need .And Vat amount automatic calculated.
13.	SAT Per.	If you want to fix SAT per in this control it is possible and it is also editable. This facility depends on your need .And SAT amount automatic calculated.
14.	Total Amt.	Payable amount automatic calculated. From the above calculation.
15.	Sale Enquiry	If you want to get enquiry from other place .you have to check this check box.
16.	Job Enquiry	If you want to get enquiry from other place .you have to check this check box.
17.	Button Function	**Save**: Save Button use for Saving the Value. **Edit**: Edit Button use for Updating the value against the Room No. **Delete**: Delete Button use for removing the unused value. **Reset**: Reset Button use for clearing all the controls. **Close** : Close Button use Closing the form

7.2.Quotation List- This screen show already created quotation list.



SNo.	Field	Description
1.	Search Criteria	You can filter data Customer and All User wise.
2	Button Function.	**Print** – Get the preview through this button **Close**- Through this button you can exit from this form.

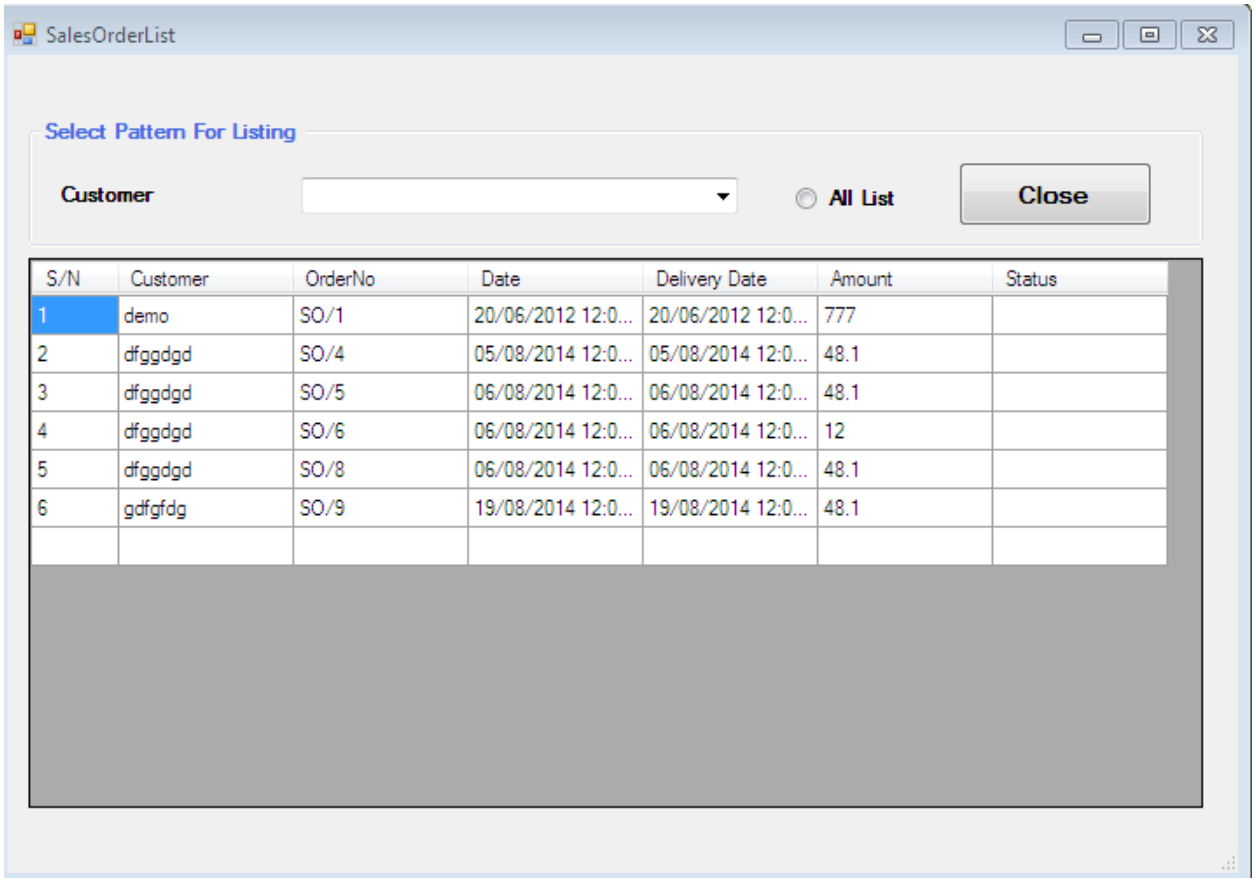
7.3.Create Sale Order



1.	Number	Invoice generate automatic.Autocode generate format is Alpha Numeric .Auto code format depend on client.
2.	Invoice Dt.	Fetch the Invoice date from the Date time picker
3.	Due Date	Fetch the Due date from the Date time picker
4.	Sale Person	Select the Sales Person Name from the drop down list.
5.	Sale A/C	Select Account Group from the drop down list .For Account Maintains.
6	Customer Name	Select Customer Name from the drop down list .Desired information automatic come from master table. Ex. –Address, Phone No, Mail Id, City, State, Country.
7.	Product Name	Select the Product Name from the drop down list .For Billing and other tax related and Sale price from the master entry.
8.	Qty.	Enter the Qty .How much you want to generate billing. And Click on Add Button
9.	Total Amt	Total Amount automatic calculated from the grid view total row
10.	Discount Amt	If you want to give any discount to user .you can enter the amount
11.	Payable Amt.	Payable amount automatic calculated.
12.	Vat Per.	If you want to fix vat per in this control it is possible and it is also editable .This facility depend on your need .And Vat amount automatic calculated.
13.	SAT Per.	If you want to fix SAT per in this control it is possible and it is

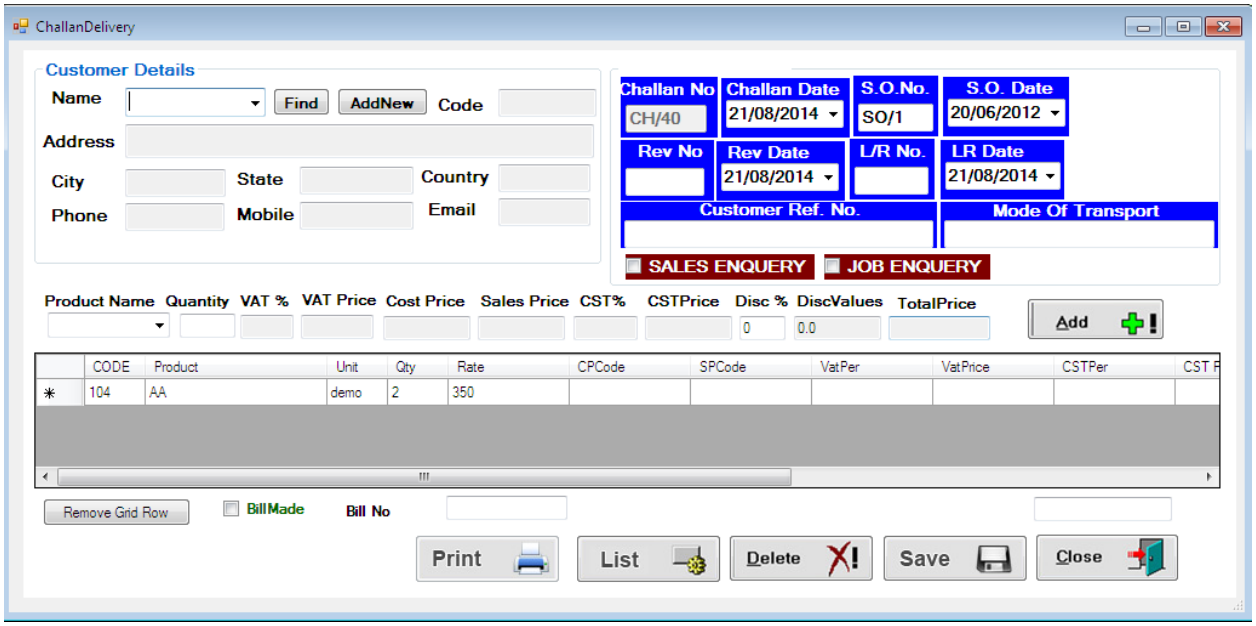
		also editable. This facility depends on your need .And SAT amount automatic calculated.
14.	Total Amt.	Payable amount automatic calculated. From the above calculation.
15.	Sale Enquiry	If you want to get enquiry from other place .you have to check this check box.
16.	Job Enquiry	If you want to get enquiry from other place .you have to check this check box.
17.	Button Function	**Save**: Save Button use for Saving the Value. **Edit**: Edit Button use for Updating the value against the Room No. **Delete**: Delete Button use for removing the unused value. **Reset**: Reset Button use for clearing all the controls. **Close** : Close Button use Closing the form

7.4. **Sale Order Book -** This book show already created order information .You can easily check current status of the order.



SNo.	Field	Description
1.	Search Criteria	You can filter data Customer and All User wise.
2	Button Function.	**Print** – Get the preview through this button **Close**- Through this button you can exit from this form .

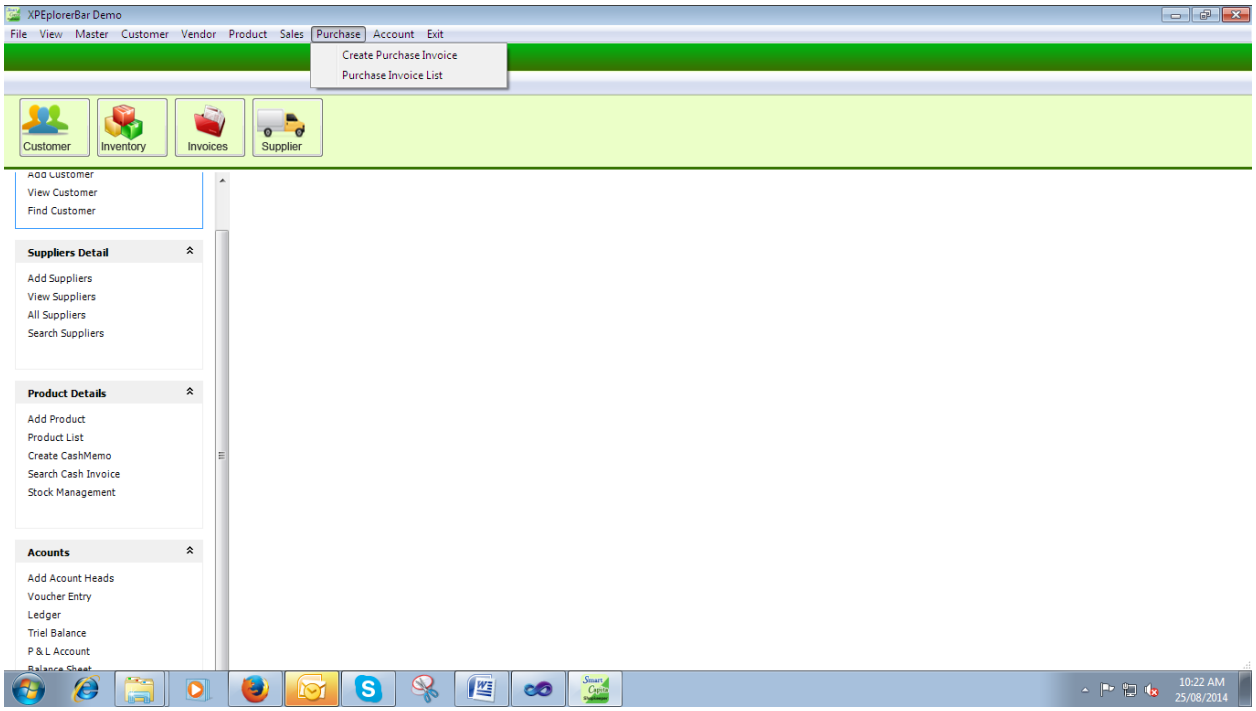
7.5.Create Deliverer Challan



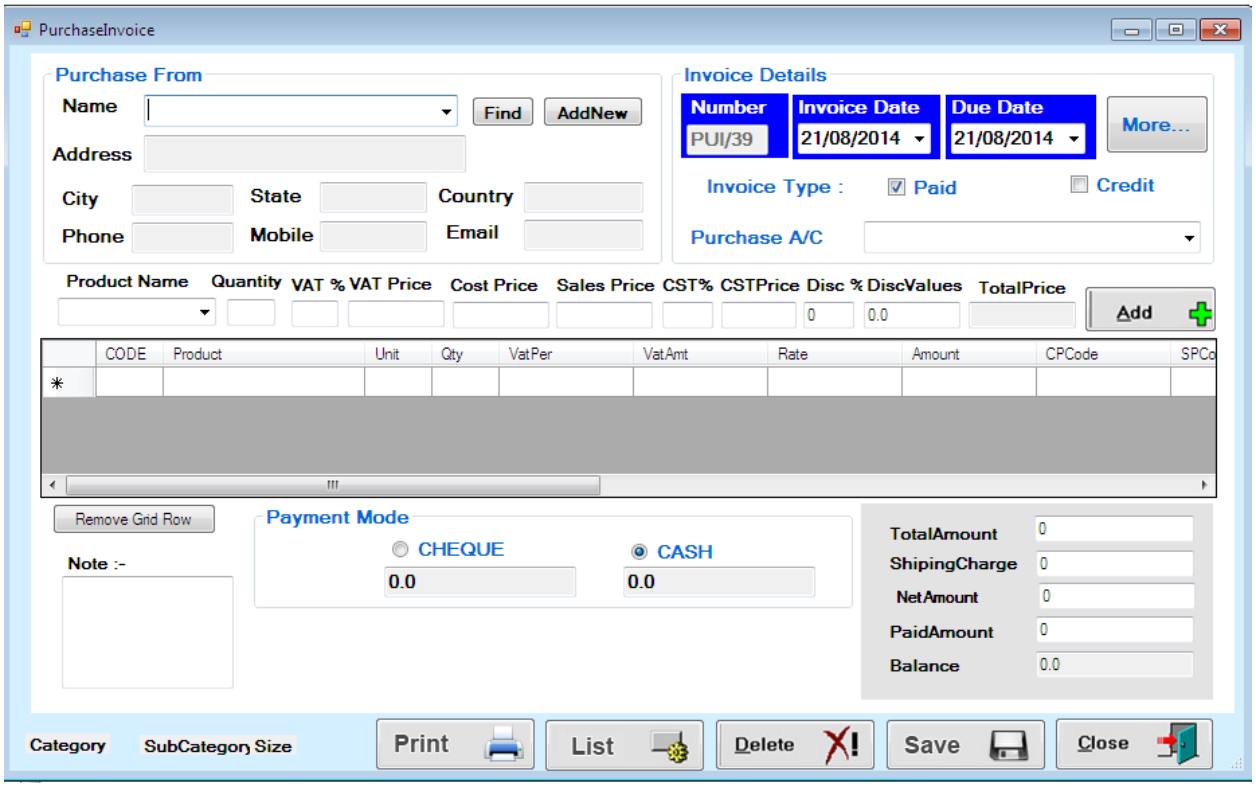
1.	Challan No.	Challan generate automatic.Autocode generate format is Alpha Numeric .Auto code format depend on client.
2.	Challan Dt.	Fetch the Challan date from the Date time picker
3.	Due Date	Fetch the Due date from the Date time picker
4.	SO. No.	Select the SO no from the List box which you want to generate invoice against this SO .No. and SO .Date automatically came from Order entry.
5.	Rev No.	Rev. No generate automatic.Autocode generate format is Alpha Numeric .Auto code format depend on client.
6.	Rev Dt.	Fetch the Invoice date from the Date time picker
7.	LR No.	Feed the LR No in this control.
8.	LR. Date	Fetch the LR. date from the Date time picker
9.	Sale A/C	Select Account Group from the drop down list .For Account Maintains.
10	Customer Name	Select Customer Name from the drop down list .Desired information automatic come from master table. Ex. –Address, Phone No, Mail Id, City, State, Country.
11.	Product Name	Select the Product Name from the drop down list .For Billing and other tax related and Sale price from the master entry.
12.	Qty.	Enter the Qty .How much you want to generate billing. And Click on Add Button

13.	Total Amt	Total Amount automatic calculated from the grid view total row
14.	Discount Amt	If you want to give any discount to user .you can enter the amount
15.	Payable Amt.	Payable amount automatic calculated.
16.	Vat Per.	If you want to fix vat per in this control it is possible and it is also editable .This facility depend on your need .And Vat amount automatic calculated.
17.	SAT Per.	If you want to fix SAT per in this control it is possible and it is also editable. This facility depends on your need .And SAT amount automatic calculated.
18.	Total Amt.	Payable amount automatic calculated. From the above calculation.
19.	Sale Enquiry	If you want to get enquiry from other place .you have to check this check box.
20.	Job Enquiry	If you want to get enquiry from other place .you have to check this check box.
21.	Customer Ref No	Enter the customer Ref no if any.
22.	Mode of Transport	Enter the Mode of transport .
23	Button Function	**Save**: Save Button use for Saving the Value. **Edit**: Edit Button use for Updating the value against the Room No. **Delete**: Delete Button use for removing the unused value. **Reset**: Reset Button use for clearing all the controls. **Close** : Close Button use Closing the form

8. **Purchase:** - This is a user manual for Purchase Section. This manual describes each screen, description of the fields on the screen and actions available to the use for Purchase creation.



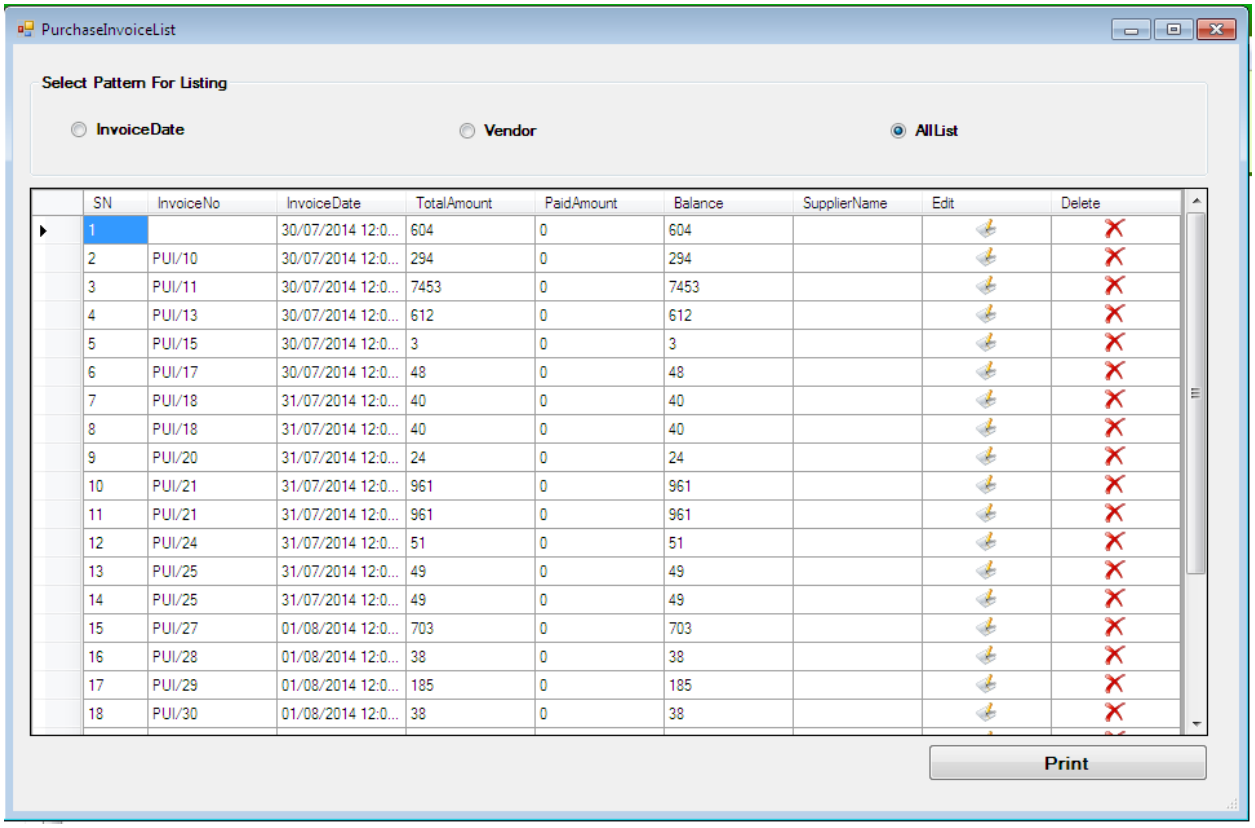
8.1. Create Purchase Invoice-



1.	Number	Invoice generate automatic.Autocode generate format is Alpha Numeric .Auto code format depend on client.
2.	Invoice Dt.	Fetch the Invoice date from the Date time picker
3.	Due Date	Fetch the Due date from the Date time picker
4.	Invoice Type	Checked on invoice type check boxes .Which you want to generate, Paid or Credit.
5.	Purchase A/C	Select Account Group from the drop down list .For Account Maintains.
6	Customer Name	Select Customer Name from the drop down list .Desired information automatic come from master table. Ex. –Address, Phone No, Mail Id, City, State, Country.
7.	Product Name	Select the Product Name from the drop down list .For Billing and other tax related and Sale price from the master entry.
8.	Qty.	Enter the Qty .How much you want to generate billing. And Click on Add Button
9.	Total Amt	Total Amount automatic calculated from the grid view total row
10.	Shipping Charges	If you want Add any shipping Charges .you can enter the amount

11.	Net Amt.	Payable amount automatic calculated.
12.	Paid Amt.	If any amount already paid by company than entre the desired amt.
13.	Vat Per.	If you want to fix vat per in this control it is possible and it is also editable .This facility depend on your need .And Vat amount automatic calculated.
14.	CST Per.	If you want to fix CST per in this control it is possible and it is also editable. This facility depends on your need .And CST amount automatic calculated.
15.	Total Amt.	Payable amount automatic calculated. From the above calculation.
16.	Sale Enquiry	If you want to get enquiry from other place .you have to check this check box.
17.	Job Enquiry	If you want to get enquiry from other place .you have to check this check box.
18.	Button Function	**Save**: Save Button use for Saving the Value. **Edit**: Edit Button use for Updating the value against the Room No. **Delete**: Delete Button use for removing the unused value. **Reset**: Reset Button use for clearing all the controls. **Close** : Close Button use Closing the form

8.2. **Purchase Invoice List –** This **List** show already created **Purchase invoice** information .



SNo.	Field	Description
1.	Search Criteria	You can filter data Customer and All User wise.
2	Button Function.	**Print** – Get the preview through this button

9. Account Setup

An Account Group is a broad level categorization under which similar types of accounts are grouped under one Account Group. All accounts are classified under Account Groups. Let us understand with the help of an example. You want to create accounts for your customers, Mr. Sanjay and Mr. Vitas. Both of them are sundry debtors for you. Thus, it makes sense to group them under one Account Group of Sundry Debtors. Moreover, the Account Group decides the position of an account in the Balance Sheet. For example, the account of Mr. Sanjay and Mr. Vishwas will appear under Current Assets on the Assets side of the Balance Sheet.

Generally, the default Account Group masters are:

- Bank Accounts
- Bank O/D Accounts
- Capital Account
- Cash-in-Hand
- Current Assets
- Current Liabilities
- Duties & Taxes
- Expenses (Direct/Mfg.)
- Expenses (Indirect/Admn.)
- Fixed Assets
- Income (Direct/Opr.)
- Income (Indirect)
- Investments
- Loans & Advances (Assets)
- Loans (Liability)
- Pre-operative Expenses
- Profit & Loss
- Provisions/Expenses Payable
- Purchase
- Reserves & Surplus
- Revenue Accounts
- Sale
- Secured Loans
- Securities & Deposits (Assets)
- Stock-in-Hand
- Sundry Creditors
- Sundry Debtors
- Suspense Account
- Unsecured Loans

1.1.1. Account Type

- An Account refers to assets, liability , income and Expenditure as represented by individual Ledger , these are called the Nature in Accounting Module .
- There are four types of Nature in Accounts –

    1) Assets
    2) Liability
    3) Income
    4) Expenditure

→ When we make the Account Group in accounts then we have to select a Nature .

1.1.2. Classification of Account Groups

Pre-defined Account Groups are classified in primarily two categories:

- Primary - These Account Groups represent the top-most level in the hierarchy of Account Groups.
- Secondary (Sub Group) - These Accounts Groups are grouped under the Primary Groups. For example, Cash-in-Hand is a secondary group under the *Current Assets* Primary Group. This Type Group also Known as Sub Group .

Let us discuss each Account Group in detail.

1.1.3. Capital Account

Capital Account Group maintains the capital accounts and the reserves accounts for the company. Some examples of the accounts that can be opened under this Account Group are Share Capital Account, Partner's Capital Accounts, Proprietor's Capital Account and so on. The secondary Account Group under Capital Account Group is Reserves & Surplus.

1.1.4. Reserves & Surplus

Under this Account Group, accounts such as General Reserve, Reserve Fund can be opened.

1.1.5. Current Assets

Current Assets Account Group maintains the accounts for the current assets of the company. Current Assets are those that are kept for a short term for converting into cash or for resale. For example, unsold goods, cash at bank, and cash in hand are current assets. The secondary Account Groups under Current Assets Account Group are:

- Bank Account
- Cash-in-Hand
- Loans & Advances
- Securities & Deposits
- Stock-in-Hand
- Sundry Debtors

1.1.6. Bank Account

Under this Account Group, Current Accounts, Saving Accounts and other Bank Accounts can be opened.

1.1.7. Cash-in-Hand

Under this Account Group creates a pre-defined account, Cash account. You can open other accounts such as Petty Cash account under this Account Group.

1.1.8. Loans & Advances (Assets)

Under this Account Group, you can create accounts for the advances or loans extended to parties or customers. For example, you can create accounts for Advances against salaries or Advances for purchase of Fixed Assets.

1.1.9. Securities & Deposits (Assets)

Under this Account Group, you can create accounts for deposits or securities with external parties. For example, you can create accounts for deposits such as Fixed Deposit, Rental deposits, Deposits with Telecom/Electricity department and so on

1.1.10. Stock-in-Hand

Under this Account Group, You can creates a pre-defined account, Stock account. You can open other accounts such as Raw Material Stock, Work-in-Progress Stock, Finished Goods Stock and so on under this group.

1.1.11. Sundry Debtors

Under this Account Group, you can create accounts of debtors of the company. A debtor is a person or business concern that owes money to another business concern.

1.1.12. Current Liabilities

Current Liabilities Account Group maintains the accounts for the current liabilities of the company. Current liabilities are those liabilities that are payable in a short-term (within one-year). For example, creditors, bank overdrafts, bills payable, and short-term loans are current liabilities. The secondary Account Groups under *Current Liabilities* Account Group are:

- Duties & Taxes

- Provisions/Expenses Payable
- Sundry Creditors

1.1.13. Duties & Taxes

Under this Account Group, you can create accounts for all the tax related accounts such as Excise Duty, Sales Tax and so on.

1.1.14. Provisions/Expenses Payable

Under this Account Group, you can create accounts for provisions made or payable expenses. For example, you can create accounts for Provision for Salary, Telephone charges, Electricity charges and so on. By default, here creates an account, Salary & Bonus Payable.

1.1.15. Sundry Creditors

Under this Account Group, you can create accounts of creditors of the company. A creditor is a person or business concern to which a business concern owes money.

1.1.16. Fixed Assets

Fixed Assets Account Group maintains the accounts for the fixed assets of the company. Fixed Assets are assets purchased for the purpose of operating the business and not for resale. For example, land, building, machinery, furniture, and car.

1.1.17. Investments

Investments Account Group maintains the accounts for the investments made by the company. For example, you can create accounts for investments of the company in shares, bonds, or securities of other companies.

1.1.18. Loans (Liability)

Loans (Liability) Account Group maintains accounts for the loans or advances taken by the company from outside agencies. For example, if the company has taken a loan from a bank then the company can open a Loan account under this group. The secondary Account Groups under *Loans (Liability)* Account Group are:

- Bank O/D Account

- Secured Loans
- Unsecured Loans

1.1.19. Bank O/D Account

Under this Account Group, you can create account for all the overdraft accounts with bank such as Cash Credit Limit, Bill Discounting and so on.

1.1.20. Secured Loans

Under this Account Group, you can create accounts for all the secured loans taken by the company. Secured loans are those loans against which some kind of collateral security has been deposited with the bank or a financial institution. Collateral security can be in the form of equipment, real estate, marketable securities or certificates of deposits.

1.1.21. Unsecured Loans

Under this Account Group, you can create accounts for all the unsecured loans taken by the company. Unsecured loans are those loans against which no security has been deposited with the giver of the loan. Generally such loans are given by outside parties such as directors or partners.

1.1.22. Pre-Operative Expenses

Pre-Operative Expenses Account Group maintains the accounts for the expenses incurred for bringing a company or business into existence. These expenses are also known as preliminary expenses. For example, expenses incurred for floating a company or obtaining a license are preliminary expenses. Such expenses are capitalized and each year a proportionate amount is written off to the Profit & Loss Account.

1.1.23. Profit & Loss

Profit & Loss Account Group is like a reserved group .

1.1.24. Revenue Accounts

Revenue Accounts Account Groups maintains the revenue accounts that affect the profit or loss of the business. Revenue accounts are those that are included in the Profit & Loss Account and Trading Account of the company. For example, telephone expenses, discount received and so on.

The secondary Account Groups under Revenue Accounts Account Group are:

- Expenses (Direct/Mfg.)
- Expenses (Indirect/Admn.)
- Income (Direct/Opr.)
- Income (Indirect)
- Purchase
- Sale

1.1.25. Expenses (Direct/Mfg.)

Under this Account Group, you can create accounts for direct expenses. Direct expenses refer to those expenses that are incurred on the goods purchased till they are brought to the place of business for sale. For example, carriage or freight inwards, manufacturing wages, power and fuel, factory lighting, and factory rent and rates and so on. These are also known as manufacturing expenses.

1.1.26. Expenses (Indirect)

Under this Account Group, you can create accounts for indirect expenses. Indirect expenses are those expenses that are incurred for carrying on the day-to-day business. For example, rent, salaries, and so on. The indirect expenses can be further classified as:

- Selling & Distribution Expenses
- Administrative and Office Management Expenses
- Financial Expenses

1.1.27. Income (Direct)

Under this Account Group, you can create accounts for direct income. Direct incomes is the return on work done or return on investments. You can create accounts for non-sales revenue such as Professional Service Fees, License Fee, Legal Service, and Consultancy Fee and so on.

1.1.28. Income (Indirect)

Under this Account Group, you can create accounts for indirect income. Indirect income refers to the income that arises from non-trading activities. For example, interest on fixed deposits is indirect income.

1.1.29. Purchase

Under this Account Group, you can create accounts for recording the purchasing activities of the business. The term 'Purchases' refers to inventory purchased by the business concern. Purchases include both cash and credit purchase of inventory. Inventory refers to the goods purchased for resale or for producing the finished products for sale.

1.1.30. Sale

Under this Account Group, you can create accounts for recording the sale of goods for the purpose of business. The term 'Sale' includes both cash and credit sale of goods.

1.1.31. Suspense Account

Suspense Account: Account Group maintains accounts that are used to track the money paid or received where the nature of transaction cannot be ascertained. For example, if there is a difference in the totals of the Trial Balance then the difference is transferred to the suspense account in case the error cannot be located. As and when the error is located, the suspense account is closed by transferring the amount to the proper account. If the suspense account cannot be closed, then it is displayed in the Balance Sheet. If the balance of suspense account is debit it will appear on the asset side otherwise it will appear on the liability side.

1.2. Importance of Classifying Account Groups

The flexibility of creating sub-groups under the groups according to your requirements helps in organizing large number of accounts in a systematic manner. This in turn enhances the information system in the organisation.

Let us understand with the help of an example. Smart Clothing Company is a garment manufacturer. The company has a wide network of suppliers of raw material spread across the country. Now the company wants to classify the suppliers based on their geographical location. For this purpose, Smart Clothing creates four sub-groups, SC North India, SC South India, SC East India, and SC West India. These groups are created under the Sundry Creditors Account Group.

A Ledger is a summarized record of various transactions pertaining to a particular account head. It is commonly referred to as a Ledger Account. All the transactions pertaining to a particular

account head are recorded under one Ledger. For example, all the transactions of cash payments and cash receipts are recorded under the Cash Ledger.

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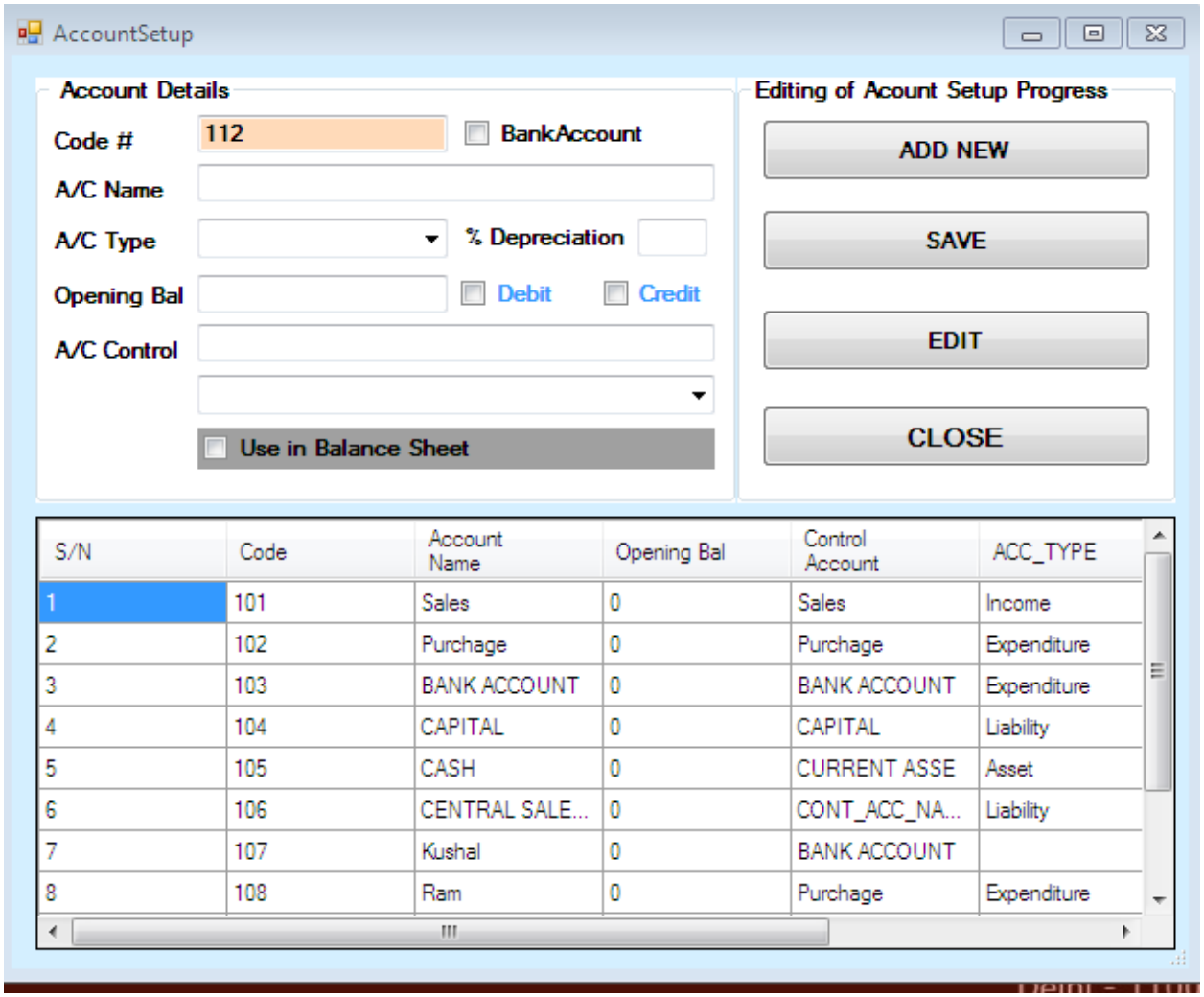
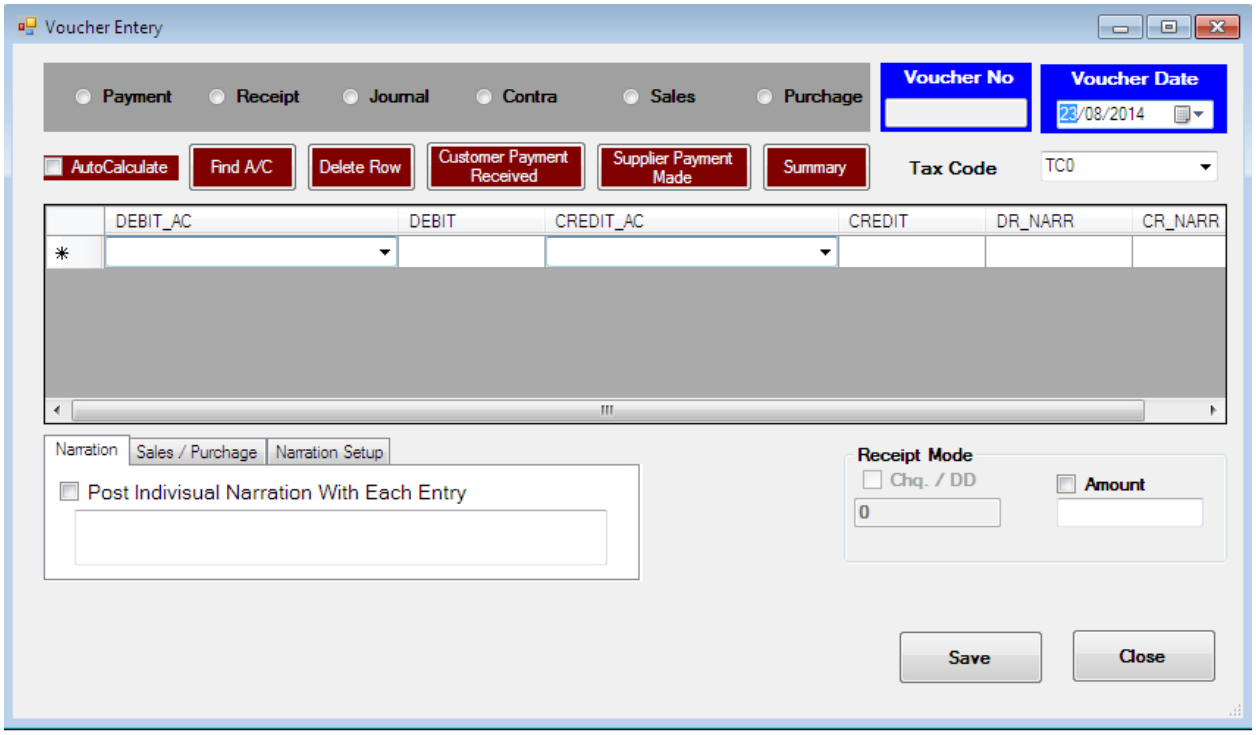
e.g. (Need of Ledgers) -
Companies that need to maintain the books of accounts according to the Company Act as well as Income Tax Act need to enable the Company's Act Depreciation feature. The need for this feature arises on two counts. Firstly, there is a requirement that depreciation should be charged in the books of accounts according the Company's Act. Secondly depreciation according to the Income Tax Act should be reflected in the books of account for tax calculation purpose.

Let us understand with the help of an example. There is a fixed asset worth Rs. 100,000. According to the Company Act, depreciation is Rs. 20,000 while according to the Income Tax Act, depreciation is Rs. 25,000. Now in the books of account, journal entry for depreciation of Rs. 20,000 will be entered. According to the Income Tax Act, depreciation of Rs. 25,000 will be reflected in the Balance Sheet manually for tax calculation purpose. Thus, when the balances are carried forward to next financial year, the opening balance for the fixed asset will be Rs. 80,000 as per the Company Act whereas the opening balance according to the Income Tax Act will be Rs. 75,000. This amount of 75,000 will be entered in the Opening Balance data field in Rate of Depreciation window explained above.


AccountSetup
Account Details
Code #
112
BankAccount
A/C Name
A/C Type
% Depreciation
Opening Bal
Debit
Credit
A/C Control
Use in Balance Sheet
Editing of Acount Setup Progress
ADD NEW
SAVE
EDIT
CLOSE
S/N
Code
Account Name
Opening Bal
Control Account
ACC_TYPE
1 101 Sales 0 Sales Income
2 102 Purchage 0 Purchage Expenditure
3 103 BANK ACCOUNT 0 BANK ACCOUNT Expenditure
4 104 CAPITAL 0 CAPITAL Liability
5 105 CASH 0 CURRENT ASSE Asset
6 106 CENTRAL SALE... 0 CONT_ACC_NA... Liability
7 107 Kushal 0 BANK ACCOUNT
8 108 Ram 0 Purchage Expenditure

1.3. Voucher Entry -



You can enter the Payment transactions for the payment made in either **cash** or **Bank** by your organization/company to your suppliers/customers.

Before we discuss the *Payment* voucher let us discuss the two methods in which the payment details can be entered. The two methods are:

Double Entry System - In this system you need to enter a *Payment/Receipt* voucher in the traditional way. In other words, you need to specify at least two accounts and the debit/credit aspect of the accounts. Thus, you need to remember the debit/credit aspect of the transaction. Let us understand with the help of an example. Payment is due to many suppliers and the garment manufacturer makes the payment to all in cash in one go. In such a case, the supplier accounts will be debited while the cash account will be credited. We can represent the transaction in the form of a journal entry given here:

Dr. A(Supplier)
Dr. B (Supplier)
Cr. Cash Account

Single Entry System - In this system while entering a Payment/Receipt voucher you only need to select the payment/receipt mode and specify the affected account. You do not need to remember and specify the debit/credit aspect for the affected accounts. Thus, this reduces the burden in such a way that you only need to know whether the voucher you are entering is a Payment or Receipt voucher. Let us understand with the help of the above example. Payment is due to many

suppliers and the garment manufacturer makes the payment to all in cash in one go. In such a case, the selected mode of payment will be cash while the affected accounts will be the supplier accounts. We can represent the transaction in the form of a journal entry given here:

Payment Mode: Cash
Account: C (Supplier)
D (Supplier)

In This Voucher the Sum of Debit Amount is equal to the Sum of Credit Amount .

In Payment by Cash Voucher, Cash Subgroup and Cash Ledger Pick Automatically (Client Need)

1.3.1. Receipt Voucher

You can enter the Receipt transactions for the money received in either cash Receipt or Bank Receipt from your customers/suppliers

Before we discuss the *Receipt* voucher let us discuss the two methods in which the receipt details can be entered. The two methods are:

- ***Double Entry System*** - In this system you need to enter a *Payment/Receipt* voucher in the traditional way. In other words, you need to specify atheist two accounts and the debit/credit aspect of the accounts. Thus, you need to remember the debit/credit aspect of the transaction. Let us understand with the help of an example. Payment is due from many customers and the garment manufacturer receives the payment from all in cash in one go. In such a case, the customer accounts will be credited while the cash account will be debited. We can represent the transaction in the form of a journal entry given here:

Dr. Cash
Cr. S (Customer)
Cr. F(Customer)

- ***Single Entry System*** - In this system while entering a Payment/Receipt voucher you only need to select the payment/receipt mode and specify the affected account. You do not need to remember and specify the debit/credit aspect for the affected accounts. Thus, this reduces the burden in such a way that you only need to know whether the voucher you are entering is a Payment or Receipt voucher. Let us understand with the help of the above example. Payment is due from many customers and the garment manufacturer receives the payment from all in cash in one go. In such a case, the selected

mode of receipt will be cash while the affected accounts will be the customer accounts. We can represent the transaction in the form of a journal entry given here:

Receipt Mode: Cash
Account: Garments India (Customer)
Fashion Today (Customer)

- ➔ In This Voucher the Sum of Debit Amount is equal to the Sum of Credit Amount .
- ➔ In Cash Receipt Voucher, Cash Subgroup and Cash Ledger Pick Automatically (Client Need)

1.3.2. Journal Voucher

You can enter the Journal voucher for the transactions that you cannot categorize as Sale, Purchase, Payment, or Receipt. For example, Smart Clothing, a garment manufacturer, will record the depreciation charge on fixed assets as a Journal transaction.

1.3.3. Debit Note

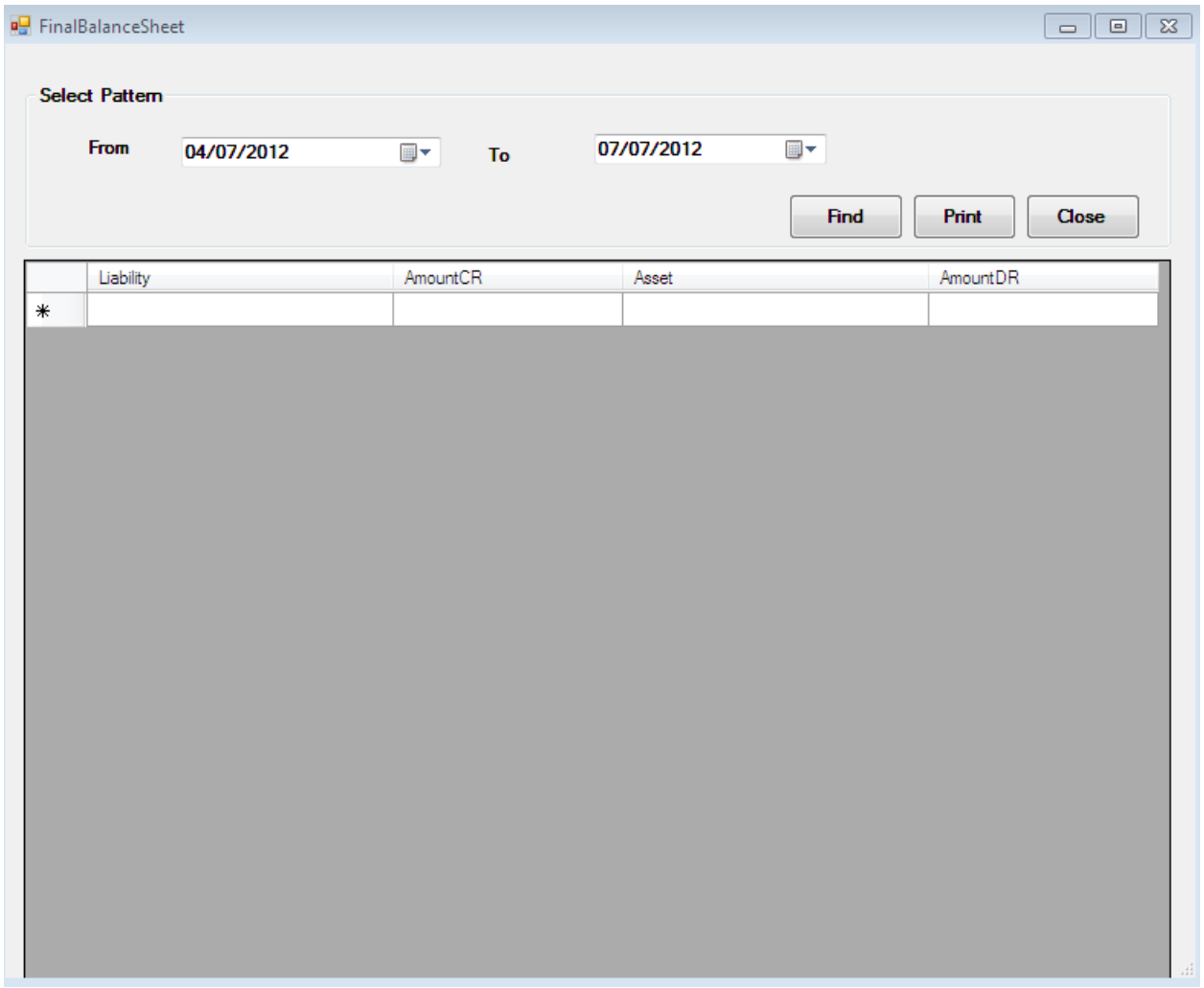
Debit Note is a document for a debit to be raised against a party for reasons other than the invoice sent to the party. For example, Smart Clothing company has sold goods worth Rs 10,000 to Garment India. Later on it discover that the goods were actually worth Rs 11,000. Hence the company will raise a Debit Note for the Garment India company for the amount that is receivable from them.

1.3.4. Credit Note

Credit Note is a document for a credit to be raised for a party for reasons other than the bill already received from that party. For example, Smart Clothing decided to give additional trade discount of Rs 5,000 to its customer Garments India. For this purpose it will raise a credit note for Garments India for the discount amount.

1.4. Balance Sheet

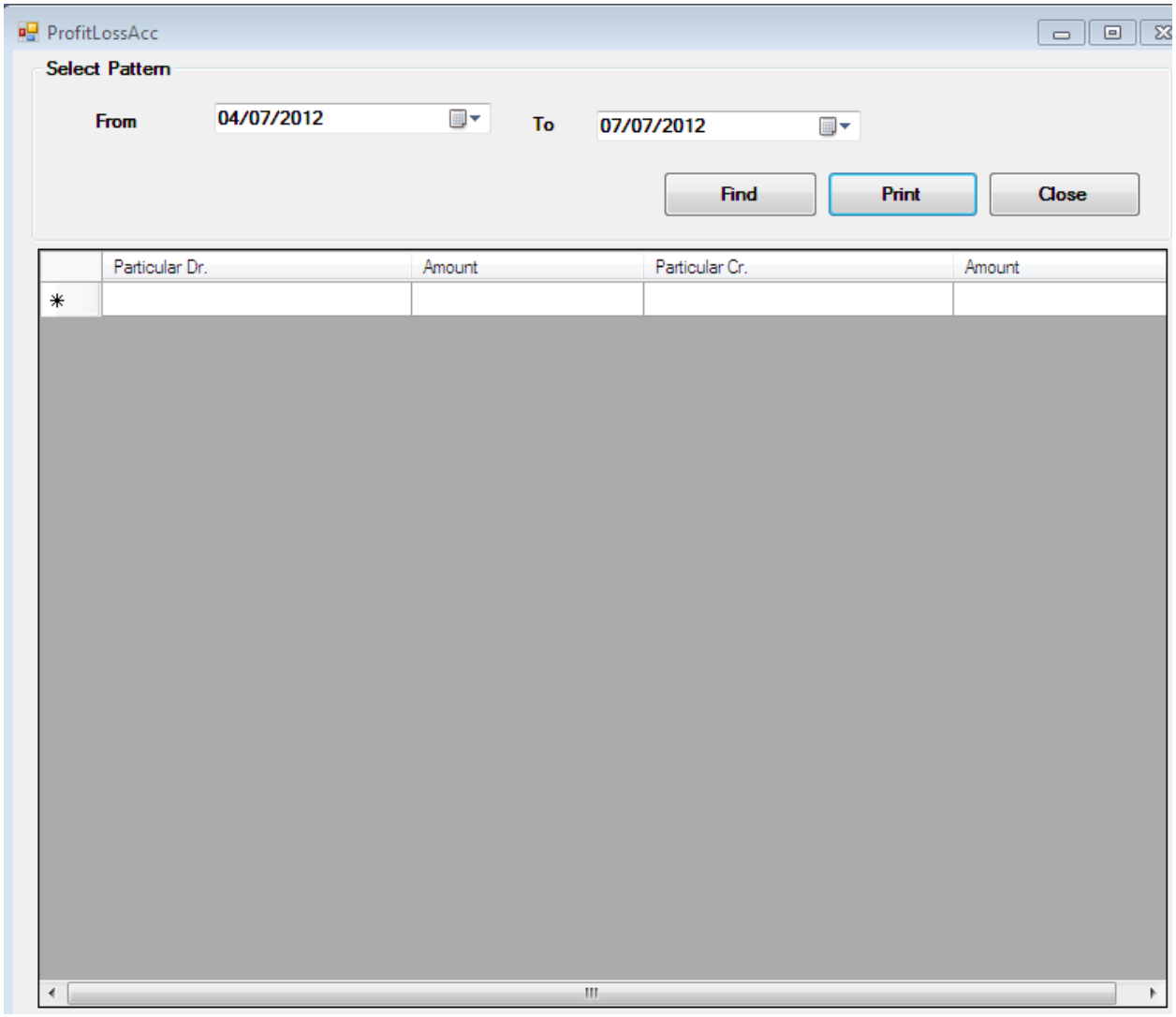
Balance Sheet is a financial statement depicting the financial position of the business by listing the assets and liabilities as on a certain date. It depicts what the business owes and what it owns on a certain date. It is prepared from the accounts listed in the Trial Balance. The balances of the accounts are grouped as assets and liabilities and are arranged in a proper manner in the Balance Sheet. Further, the net profit or net loss calculated in the Profit & Loss account is posted in the Balance Sheet.



1.5.1

1.5. Profit And Loss

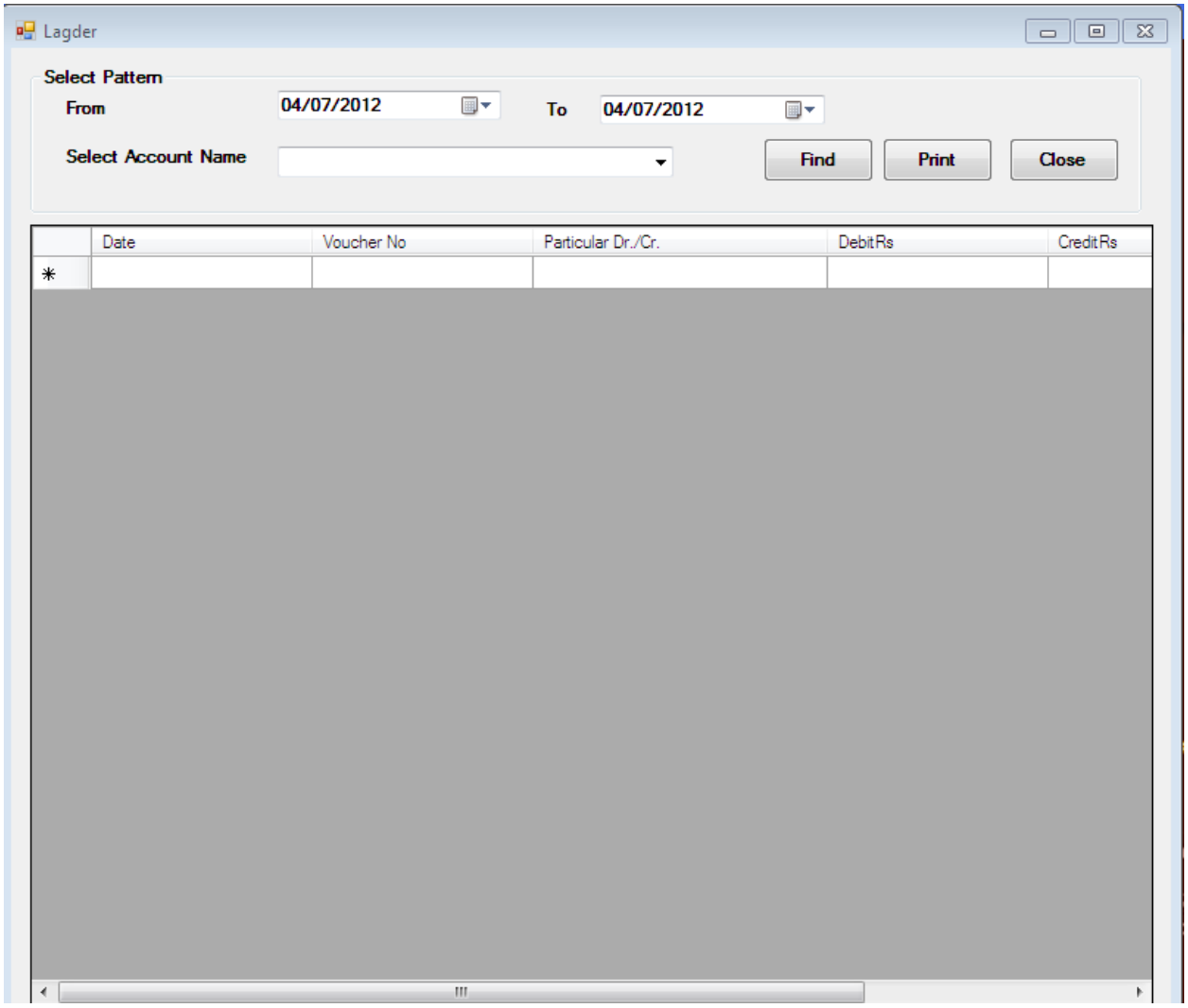
P/L is a financial statement depicting the financial position of the business by listing the Income and Expenditure as on a certain date. It depicts what the business owes and what it owns on a certain date. It is prepared from the accounts listed in the Trial Balance. The balances of the accounts are grouped as Expenditure and Income and are arranged in a proper manner in the Balance Sheet. Further, the net profit or net loss calculated in the Profit & Loss account is posted in the Balance Sheet.



1.5.2

1.6. Ledger Status

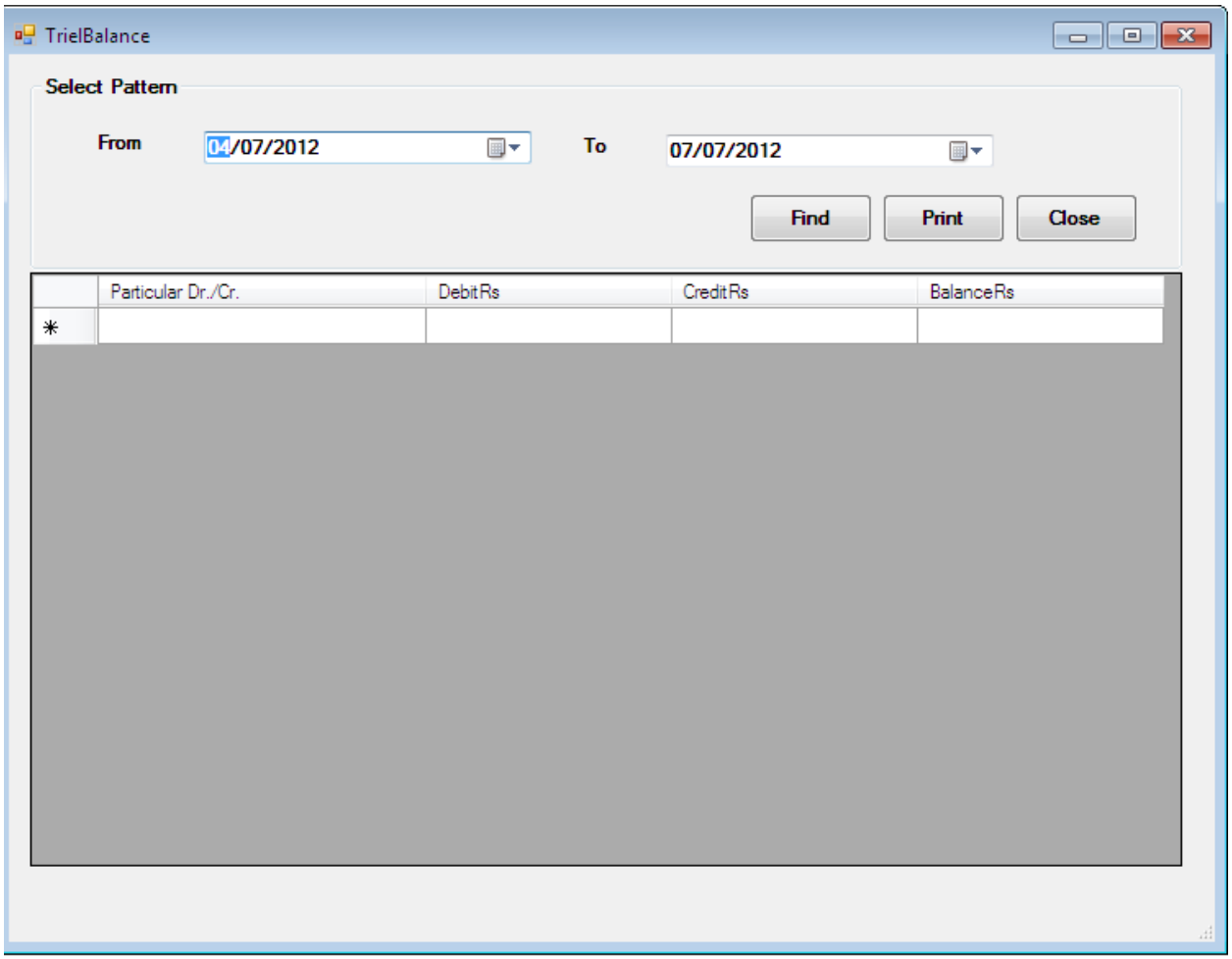
Ledger Status report displays account-wise information relating to all the transactions of the organization sequentially for a specified date range.



- ➔ We can show the Ledger of Particular Ledger Account or All Ledger Account.
- ➔ We can go to the Voucher directly from Ledger Status.

1.7. Trail Balance:

Trial Balance is a statement prepared to check arithmetic accuracy of the accounting records. It shows the debit and credit balances of the accounts in two different columns. Matching of the Debit and Credit balances indicates arithmetic accuracy of the records. It summarizes the account information in a tabular format.



There are 3 Ways to Find the Trial Balance.

1) Group Wise Trial Balance
2) Sub Group Wise Trial Balance
3) Ledger Wise Trial Balance

1) **Group Wise Trial Balance** - In this Menu We find the Trial Balance of All Groups Or Particular Group . In This Option We can reach From Group Wise Trial Balance to Voucher (Entry Point) .

2) **Sub Group Wise Trial Balance** - In this Menu We find the Trial Balance of All Sub Groups Or Particular Sub Group . In This Option We can reach From Sub Group Wise Trial Balance to Voucher (Entry Point) .

3) **Ledger Wise Trial Balance** - In this Menu We find the Trial Balance of All Ledgers Accounts Or Particular Ledger Account . In This Option We can direct reach From Ledger Account to Voucher (Entry Point) .